

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

## Introduction

The David Scott School is designed for those students who, for a range of reasons, are better suited to a specialised learning environment, as opposed to a traditional school setting. These reasons may include family breakdown, unstable living circumstances, mental health problems or behavioural issues. Referrals are accepted from other schools, community/specialist organisations, or via self-referrals. David Scott School is committed to an open enrolment policy that is consistent with our Statement of Philosophy and all applicable State and Commonwealth laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

Referrals are accepted from other schools, community/ specialist organisations, or via self-referrals.

This policy applies to domestic student enrolments only.

## Enrolment Criteria

As a specialist school, we aim to provide a tailored and supportive environment for young people who are committed and ready to engage with VCAL learning outcomes.

Students are considered eligible if:

- They have not attained Year 12 or equivalent;
- They are over 15 years and under 20 years of age on January 1st of the commencing school year;
- They are not enrolled at a TAFE or ACE provider;
- They are disengaged from education or have been assessed as being at high risk of disengagement;
- They have been deemed unable to participate within a 'mainstream' school setting;
- The nominated DET Regional Office staff, in consultation with the school, is satisfied that all other options have been explored and that this is in the best interests of the student;
- The nominated DET Regional Office staff have approved the student's transfer to the David Scott School.

In addition, we recognise that, although many young people satisfy the criterion above, their learning and wellbeing needs, educational goals and motivations for engaging may be diverse. With high demand for places in the Frankston-Mornington Peninsula region, we need to make sure that the young people we enrol are ready for our educational offer. As such, we work to establish an understanding of the readiness, potential challenges and factors inhibiting active participation in a VCAL course for each individual young person.

Indicators of readiness may include:

- Commitment to a minimum of one-year
- Ability and willingness to connect with others and work in teams
- Motivation to change negative patterns

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- Development of core literacy and numeracy skills
- Positive attitude towards minimising substance use and dependency
- Mental health issues that are able to be supported within the restrictions of the delivery site

If a young person is not ready to commit to our offer, s/he will be referred to a more appropriate setting, such as Navigator, Transition to Work (TTW) or external youth support agencies.

It is critical that all referrals use the David Scott School Referral Form to ensure that the young person meets the appropriate eligibility criteria

## Referrals

School referrals: Before referring a student to the David Scott School, the referring agency must complete a detailed Referral form including, preventative and early intervention strategies to support the student's engagement and address the student's individual barriers to learning.

All referrals must include the following documentation:

- Completed referral form;
- Previous MIPs plan
- Most recent school reports
- Educational Assessments (if any), and;
- Mental Health assessments or relevant Mental Health information

Non-school referrals: For young people of school age in the community who are not currently enrolled in, or not attending, school and who are not suited to a mainstream school setting, we provide an opportunity to engage with education and complete an accredited Senior Secondary qualification. However, this setting is only appropriate for students who, for a range of reasons, could not be enrolled back into mainstream school settings.

If the referral is from a community agency, the following documentation must be provided:

- Completed referral form;
- Previous MIPs plan
- Most recent school reports
- Educational Assessments (if any), and;
- Mental Health assessments or relevant Mental Health information

## Initial Interview

If a young person meets the eligibility criteria, and has provided appropriate documentation, s/he will be invited to a formal two-part interview with the Principal and the Student Wellbeing Coordinator. The purpose of this interview is to explain the ethos, structure and methods of delivery at the David Scott School, and to ascertain whether this is the best option for the young person.

To determine suitability, the General Education section of the interview involves a basic some open-ended questions concerning educational and vocational goals and aspirations.

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The second part of the interview, the General Wellbeing section, involves a series of basic questions concerning personal wellbeing and current support needs. The interview is designed to assess the needs of the student from a Wellbeing perspective, to enable us to support them during their time in our school. The student and parent/guardian will be asked to sign a release of information form, to enable the Wellbeing Coordinator to contact current services or medical professionals.

## **Decision**

Following the initial interview, the Principal and the Student Wellbeing Coordinator will liaise to determine the best possible referral option for the young person. If the student is considered suitable for the school, the School Systems Officer will make contact with her/him and arrange an Enrolment Meeting to take place. A formal letter of offer will be given to the young person and their parent/guardian to sign.

Whilst we work with an informal waiting list, in exceptional circumstances we will not take the next person on the list. Our decision will be based on the needs of the current classes, the particular cohort of students in any given class and any given relationships between the current students and the intending applicant.

If this setting is not suitable for the referred student, a more appropriate pathway through further education, training or employment will be suggested.

## **Enrolment Meeting**

The purpose of the Enrolment Meeting is to collate all necessary documentation prior to enrolment, including birth certificate, Medicare card, healthcare card and the completion of all enrolment forms, new students will be unable to commence unless all paperwork has been returned. The Enrolment Meeting is led by the Business Manager and may involve cooperation from the student's support networks, if modified timetables or special considerations for enrolment are required. At this meeting the young person will be asked to undertake a simple Literacy and Numeracy Test.

## **Induction/Orientation**

All staff will be informed of new enrolment and class teacher will receive a Student Induction Form via email from the Wellbeing Coordinator.

If appropriate, the young person may meet with the class teacher informally prior to commencing full-time study. The Principal will be responsible for coordinating informal meetings, such as with the Pathways and Transitions Officer, or ILP development. The new student will be allocated a Student Mentor from the existing cohort, to tour the campus and coordinate introductions to onsite staff and students.

## **School Intakes**

David Scott School enrolls students in years Foundation, Intermediate and Senior VCAL.

## **Applications**

All applications for domestic enrolment at the School must be completed in accordance with our Domestic Student Enrolment Form

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**Anti-Discrimination** David Scott School is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy

**Questions** If you have any questions about our enrolment policy, please contact the Principal.

<b>Approved by</b>	Catherine Arnold – Principal
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## Policy Changes

Date	Reason for Change	Made by