

The Avenue School

Policy & Procedure Document

Policy number	3.1	Version	1.1
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Education		

Title: Enrolment

Purpose:

To provide a framework for enrolment at The Avenue School, to ensure requirements for enrolling are well communicated and procedures are in place to meet legislative requirements.

Enrolment Philosophy:

All potential students, their parents, guardians and advocates who contact The Avenue School will be treated with fairness, dignity and respect. They will not be discriminated against on the basis of gender, sexual orientation, race, religion, disability or financial impediment when applying for enrolment.

The Avenue School recognises the diverse backgrounds and differing needs of eligible students and seeks to accommodate this diversity. The Avenue School will ensure that eligible students with stated barriers will be accommodated, wherever possible. Reasonable adjustment will be employed to reduce barriers, which might otherwise prevent a person from achieving progress in their education.

The Avenue School welcomes the enrolment of First Nations young people.

Enrolments for The Avenue School are accepted throughout the year.

Legal and Regulatory Basis for Compliance:

The school complies with various legal and regulatory obligations regarding enrolment procedures. Specifically, these include:

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)
- Australian Consumer Law

Education

The Avenue School is an Independent Specialist School offering Senior Secondary education via the Victorian Pathway Certificate. The Avenue School education is tailored to the needs of young

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people from 15 to 20 years of age who have disengaged from education and will benefit from the supportive approach to education offered at The Avenue School.

The Victorian Pathway Certificate (VPC)

The VPC is normally completed in Year 11 and 12, but it can be started earlier or be finished over a period longer than two years. Teachers assess progress through classroom activities.

The VPC will help students prepare for:

- VCE and VCE VM.
- entry-level VET, which could be at a Registered Training Organisation (RTO) or a TAFE
- going straight into the workforce.
- an apprenticeship or traineeship.

Students need to complete 12 or more units, including at least:

- 2 VPC Literacy units
- 2 VPC Numeracy units
- 2 VPC Work-Related Skills units
- 2 VPC Personal Development Skills units.

The remaining four units can come from other VPC units or from a VET Certificate I or above subject. Students can also spend time learning in a workplace and can combine the VPC with VET Units at Certificate I level or above.

The required VET component of the VPC course is delivered in partnership with Mountain District Learning Centre (MDLC). There is no additional tuition fee is required to undertake the MDLC VET course delivered on-site, however a resource fee will be included in the fees. Students undertaking VET or VETiS programs outside The Avenue School will be required to cover all fee costs associated with the course.

The Avenue School enrolls students with the reasonable expectation that they will be able to complete their education successfully. The school acknowledges that some students may need special provision to achieve this.

Reasonable Adjustments

Individual student needs are identified at the enrolment interview and upon reviewing test results and through information gathered from previous school, referral information from support agencies, parent/guardian observations, diagnoses provided and via needs identified by the youth worker during the intake interview as described by the student.

Reasonable adjustments can be made to meet the needs of individual students including to accommodate learning styles, health conditions, physical disabilities, psychological factors and gaps in language, literacy and numeracy development. Adjustments may take account of needs associated with the student's cultural background or socio-economic status.

Students in may be eligible for special provision for classroom learning and assessment if their ability to engage and/or demonstrate achievement is adversely affected by:

- An acute or chronic illness
- An impairment or disability
- Factors relating to personal circumstance

Strategies will be determined on a case-by-case basis through support meetings and may include:

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- Rescheduling the activity or assessment task.
- Allowing extra time to complete work or an assessment task.
- Providing a substitute task which meets the principals of assessment.
- A replacement task of a different type.
- Provision of ICT tools / resources.

Students deemed eligible for special provision will still need to complete all work related to satisfactory completion of all outcomes.

Details of the Curriculum and Student Support Services are included in The Avenue School handbook.

Part 1 – Eligibility

The Avenue School caters for young people who:

- Are of an age appropriate for Senior Secondary Education (15-20 years).
- Have experienced a period of school refusal or disengagement from school.
- Are at risk of disengaging from school.
- Have not yet completed a Senior Secondary Certificate.
- Will benefit from the alternative approach to education that is provided at The Avenue School.
- Show a commitment to engage with education and have an ambition to continue their education pathway.

Priority for enrolment is allocated to:

- Students who are currently enrolled at Mountain District Learning Centre in The Cottage Program.
- Students who meet the above criteria and who have an anxiety disorder such as generalised anxiety disorder or social anxiety disorder or other related mental health issues which present a barrier to participating in education.

Note: Maximum numbers apply for classes and waiting lists will be maintained to offer places to eligible students when vacancies occur.

Enrolments are for domestic students only. Overseas Students are not eligible to apply.

Part 2 - Referral and Application

Application to enrol requires a referral form to be completed. Referrals may be received from:

- Parents/guardians.
- The current enrolled school.
- A supporting body, organisation, program or agency.
- A psychologist or psychiatrist.
- Students over 18 may self-refer.

Support services may be requested to complete a Student Wellbeing Referral Form with student/parent/guardian permission.

An interview will be held with the principal to ascertain the suitability of enrolling at The Avenue School. Unless the student is over 18 years, an adult must be present.

The prospective student and parents/guardians or referring parties will be provided with:

- An overview of the Education Pathway available at the school.
- A tour of the physical environment of the school

- An opportunity to meet teachers and other staff members.

Information will be provided to applicants and will include:

- An outline of the Victorian Pathway Certificate (VPC) education curriculum.
- Details of any third party that will provide elements of any training, including VET or Industry components of VPC.
- Details of student fees including the deposit required, materials and amenities cost, and any other costs associated with enrolment.

Part 3 – Selection

The principal makes the final determination on the suitability of applications considering:

- The prospect of positive integration and successful engagement with the educational environment at The Avenue School.
- The information provided in the referral form and the student’s recorded need for a specialist education pathway.
- The student’s education history and the barriers they have to attending school.

Enrolment decisions are not subject to appeal.

Part 4 - Enrolment and Completion of forms

Applicants will be contacted to confirm a place at The Avenue School is to be offered to the student. An Enrolment Form and Enrolment Agreement will need to be completed and signed by the applicant who will be an adult with legal authority to sign on behalf of the student.

Information required on the Enrolment Form will include:

1. Student name
2. Student birth date and age
3. Student address
4. Student class/level
5. Name and contact details of parent/guardian
6. Date of enrolment
7. The Victorian Student Number (VSN)

Additional information requested includes:

1. Details of wellbeing information, medical conditions and potential barriers that may require special consideration.
2. Level of education attainment for enrolment.
3. Enrolment end date.
4. Any identified destination or pathway information.
5. Any existing court or parenting orders or parenting plans

As information is provided, it will be included on the student enrolment details register.

Privacy

The Avenue School Information Collection Statement will accompany the Referral Form, Student Wellbeing Referral Form and Enrolment Form. Parents/Guardians/Students are directed to the Privacy Policy which is available on The Avenue School website.

Processing of Enrolment Forms

The completed enrolment form and associated documents are to be forwarded directly to the principal who will ensure:

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- All requirements for enrolment are complete.
- Documents and records are secured in accordance with privacy requirements.
- Student details are included on the student enrolment details register.

Part 5 – Assessment and Induction

Assessment

Once a student’s enrolment is confirmed, arrangements will be made for the Learning, Literacy and Numeracy assessment to help to determine the student’s educational needs. The assessment includes general questions regarding preferred learning styles and how learning can be assisted. This information assists in developing the student’s Individual Learning Plan so teachers and support staff can respond to the student’s learning needs.

Interview with Youth Worker

An interview with the youth worker will help determine wellbeing needs of the student. Information provided by the student’s referral contacts and external support agencies/workers will be considered.

With student/parent/guardian consent, further information may be sought to identify any additional needs. This information will be documented on the Student Wellbeing Plan and will help to tailor additional wellbeing support measures that may be required to assist the student’s health and psychological needs whilst attending The Avenue School.

Information provided on commencement

Students (& parents/guardians) will be provided with:

- A timetable.
- The Avenue School Handbook detailing:
 - Curriculum details.
 - Student behaviour management and student code of conduct.
 - Complaints and concerns procedures.
 - Privacy information.
 - Child Safety & Wellbeing information.
 - Policies and information as deemed appropriate.

Associated documents:

- Privacy Policy
- Complaints Handling Policy
- Bullying and Harassment Policy
- Student Behaviour Management Policy
- Anaphylaxis Management Policy
- The Avenue School Information Booklet
- The Avenue School Handbook
- The Avenue School Collection Statement
- Student Referral Form
- Enrolment Agreement
- Enrolment Form
- Medical Information Form