

Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Drouin Secondary College on 03 5625 1002 or drouin.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to specify entry eligibility criteria for students seeking to participate in Drouin Secondary College's flexible learning option, offered at Blackwood Bratauloong Centre for Adolescent Development (Blackwood).

POLICY

Background

Blackwood is flexible learning option designed as a catalyst for change, for students at risk of prematurely dropping out of secondary school. All students remain enrolled in their home school with the intention of returning at the end of the program, better equipped to cope within the environment of school, home and the community. We welcome students from 13 to 16 years of age.

Eligibility criteria

Blackwood's eligibility criteria is outlined in the Department of Education and Training's [Flexible Learning Options \(FLOs\)](#) policy.

In addition, students seeking to participate must:

- agree to attend and participate in the intervention program
- be best suited to a flexible educational program with additional youth support
- attend a Victorian government school in the *Inner Gippsland Area*, as defined by the Secretary of the Department of Education and Training and subject to change from time-to-time

When our flexible learning option has insufficient places to meet demand, the principal or delegate of Drouin Secondary College will consider referrals based on:

1. students who attend a school in the *West Gippsland Network*, as defined by the Secretary of the Department of Education and Training and subject to change from time-to-time
2. students who require the most assistance to successfully continue their education
3. a balance of year levels, student ages, gender and participating schools.

Applications from students who do not meet the eligibility criteria will be considered on a case-by-case basis by the region, in consultation with both the principal of Drouin Secondary College and the principal of the school the student is enrolled.

Referral and approval process

The referral and approval process for entry to our flexible learning program is outlined in the [Student referrals to Flexible Learning Options guidance](#) in the Department's Flexible Learning Options (FLOs) Policy.

All referrals must be made through the online referral approval system for local area approver or regional director approval.

When a student is referred to, and participates in, the Blackwood program, the student will remain enrolled at their home school with the intention of returning at the end of the program or alternative pathway, better equipped to manage within the school environment.

Appeal process

Parents/carers are able to appeal against Blackwood Bratauloong Centre for Adolescent Development's decision not to provide a placement. This can occur in relation to placements at any age level and the following process applies:

1. Appeal to the school's Principal

Appeals are to be made in writing and lodged with the Principal of Drouin Secondary College.

The school's decision will be communicated to the parent/carer in writing within 14 business days of appeal being made. In assessing the appeal, the school will check to ensure the entry decision is consistent with the eligibility criteria set out in this policy and any other factors that may be relevant to the decision.

2. Appeal to the Regional Director

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, South-Eastern Victoria Region

PO Box 5, Dandenong, VIC 3175

sevr@education.vic.gov.au

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read alongside and in conjunction with the following Department policies:

- [Attendance](#)
- [Enrolment](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	18 November 2022
Approved by	Principal
Next scheduled review date	Prior to the enrolment process commencing in 2024

This policy is subject to review by the school Principal on an annual basis. Proposed updates will be made on a need's basis, with any proposed changes relating to entry criteria and priority order of placement requiring approval from the Minister for Education or the Regional Director, as the Minister's delegate.