

## 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](mailto: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

#### About Blackwood

Blackwood is a standalone, specialist campus of Drouin Secondary College that provides a flexible learning option to support students who are at high risk of disengaging, or are already disengaged, from education. The flexible learning option offers highly individualised learning and has a strong focus on providing holistic support for a student's engagement and wellbeing.

Participation in our flexible learning option is a short-term intervention for students whose needs cannot be met in a mainstream setting, with a focus on supporting the student to return to either a mainstream setting and/or further training or employment. Upon completion of the student's time with Blackwood, it is the responsibility of the referring school to continue supporting the student, either through returning to the school or by supporting or further training or employment.

We welcome eligible students from the time they are in year 7 up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).

#### 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 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, in consultation with the region, will consider referrals based on:

1. an assessment of educational needs and risk
2. whether there are any other suitable educational options available to the student
3. ensuring a balance of year levels, student ages, gender and schools participating at the time
4. 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.

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, better equipped to manage within the school environment and/or further training or employment.

### Appeal process

Parents/carers are able to appeal against the decision not to provide entry, unless a decision has already been made by the Regional Director. 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. 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](mailto:sevr@education.vic.gov.au)

## COMMUNICATION

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

- Made available publicly on our website
- 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	5 December 2022
Approved by	Principal
Next scheduled review date	Before term 1, 2025

This policy is subject to review by the Principal every 3 to 4 years. Proposed updates will be made on a needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister's delegate.