

Enrolment

Procedures for Implementation

Expressions of Interest and referrals:

Expressions of interest to enrol in Cire Community School may be made directly by a young person, family member, guardian, school or involved agency. Expressions of interest must be responded to by the Principal or the relevant Campus Coordinator.

Cire Community School will seek to form strong partnerships with local primary and secondary schools to facilitate the identification of students at risk of disengagement. Cire Community School will work collaboratively with these schools to provide accurate information to identified students and their families regarding alternative programs offered by the School.

Eligibility:

Eligibility to enrol in Cire Community School is open to students at risk of disengaging from mainstream schooling, and those seeking an alternate setting in which to complete their secondary education. Provision of a place in a particular Junior Secondary or VCAL class will be determined based upon the age, identified needs, current educational level and aspirations of the enrolling student. The interview process conducted by the Principal or relevant Campus Coordinator, will be used to make a final determination as to whether the school can tailor an education program that is relevant to the student.

Accessibility:

As a Specialist School that focuses on providing educational programs to students with behavioural, emotional and social issues, it is expected that students with special needs will be catered for and any extra supports they require will be identified and documented as part of the enrolment interview process. All students are also required to complete a Language, Literacy and Numeracy Assessment as part of the enrolment process. On Demand Testing will also be used once the student has commenced to gather data and identify where additional support may be required.

Availability:

An offer of enrolment at Cire Community School is dependent upon the number of students currently enrolled and attending, as class sizes are kept small to effectively cater for the needs of our students. The Principal or relevant Campus Coordinator will work with a young person or family to determine if Cire Community School has the capacity to accept the enrolment.

Expectations:

A condition of enrolment at Cire Community School is that students agree to work within the frameworks set out in our Student Rights and Responsibilities Agreement and Behaviour Management Procedures. Students will be provided with a copy of the Student Handbook (available at www.cire.org.au) upon commencing enrolment, which details these expectations.

Student Pathways:

Cire Community School is committed to providing students with a range of educational pathways and assisting the young people who attend our school to achieve the goals that they have identified for themselves. Pathways may include:

- Enrolment in the Junior Secondary Program at Year 7, 8 or 9
- Transitioning from the Junior Secondary Program to Year 10 Foundation VCAL studies at Cire Community School, or another educational environment
- Enrolment in the VCAL Senior Secondary Program at Foundation, Intermediate or Senior level
- Transition to further VET study at a certificate level with Cire Training or in another training environment
- Re-engaging with a mainstream school program at an appropriate year level
- Transitioning to a VCE Senior Secondary Program with another educational institution

Enrolment interviews:

A formal enrolment interview will be conducted and may occur at the same time as the initial interview. The Principal or relevant Campus Coordinator may nominate another person to complete the enrolment interview or provide the documentation to the individual student. An enrolment pack, containing all the required documentation, must be filled out by the student and accompanying parent or guardian. The enrolment pack contains a checklist of documentation that must be completed and documents that must be provided to the student and/or parent or guardian.

- **A student is not considered enrolled until all the appropriate enrolment documentation is completed and submitted to Student Records for processing.**
- **A student cannot attend classes or participate in any offsite activities until they have submitted a completed Off-Site Consent Form/Emergency Student Contact Details/Medical form and any associated Asthma or Anaphylaxis Management Plan.**

Transfer of Government funding:

As students who are deemed eligible to enrol may commence attendance at Cire Community School at any time during the school year, there is an expectation that a pro rata proportion of Government funding and unused CSEF funds be directed from the students previous school to Cire Community School. The transfer of funding will be negotiated with appropriate representatives from the student’s previous school at the time of processing the enrolment.

Fees and parent contributions:

Cire Community School charges a small enrolment fee and parents or guardians may be requested to contribute to the cost of student activities such as excursions or camps. Parents or guardians should be advised that they will be notified of any such request in a timely manner and offered alternative payment arrangements. In the event of financial hardship, a parent or guardian may request a fee waiver from the Principal. This must be done on a case by case basis.

Commencement at Cire Community School:

Once the enrolment process is completed, the Principal or relevant Campus Coordinator will arrange for the student to meet their new teacher and receive an orientation to the School prior to their first day.

Related Policies and Procedures

Cire Community School Enrolment Policy
 Student Interview Form
 Enrolment pack checklist

Area of Compliance

VRQA Minimum Standards for School Registration: Enrolment

Organisational area

Cire Community School

Approved by:

Principal

Sign:

Date:

Operative date:

Oct 2016

Review date:

Oct 2018