

**Rationale**

- All students should be enrolled in the school that is most appropriate to meet their needs.
- Oakwood School is committed to providing a case managed individual educational and pathway plan for young people who have left school or are disengaged from school.

**Aims**

- To guide the school in ensuring that each enrolment is in the student's best interest – which includes the young person's academic, social and emotional needs, aspirations and abilities.
- To provide an efficient process of enrolment that satisfies the needs of the student and the requirements of the school.

**Policy**

Oakwood School provides a safe, supportive environment for students who have disengaged or not experienced success in mainstream school.

**To be eligible for enrolment students must:**

- Be of secondary school age.
- Be unable to return to mainstream schooling at this time.
  - Not currently enrolled in school or at risk of exclusion from school.
  - Not attending and at significant risk of disengaging from school in the following year.
  - Demonstrated patterns of chronic disengagement, with little likelihood of maintaining a connection to learning program in school, or successfully transitioning to employment.
  - Has not responded to interventions within their school.
- Be willing to be involved in and fully committed to the Oakwood School program and agree to abide by the Oakwood School Code of Conduct as outlined in the *Student Engagement and Wellbeing Policy* and work co-operatively and non-violently with other students and staff. <https://www.oakwoodschool.vic.edu.au/images/Policies2022/Student-Wellbeing-and-Engagement-Policy-2022.pdf>
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- Students eligible for Program for Students with Disabilities funding will be enrolled along with all other eligible students with consideration being made to the capacity of the school to deliver the best educational program available for each young person.

**Enrolments of students who are currently enrolled in a school**

Enrolment at Oakwood School is not available to students who are currently enrolled in a school unless the school can demonstrate that they have exhausted all options to successfully retain the student.

As a minimum, schools must have implemented a staged response over a considerable period. The staged response document must demonstrate that the school has made their best attempt to be successful with the student and that SSSO support and/or other agencies have been involved.

A school should not refer a student unless they are certain that the student CANNOT remain in mainstream school and that the Oakwood School program is appropriate, in the best interests of the student and that the parents, student and workers are likely to agree.

### **Enrolments will only be considered where it can be demonstrated that:**

- All possible assistance has been provided to assist the student remain in mainstream school.
- Attempts have been made to involve other professionals from outside the school community.
- All other appropriate mainstream educational options have been exhausted.
- Reintegration into mainstream school is no longer a feasible option due to long history of disengagement or irretrievable breakdown of the student-school relationship.
- A mainstream school environment is seen to be inappropriate to meet the student's needs.
- There is a clear indication that the Oakwood School program will benefit the student.

### **Implementation**

It will be essential that the student, parent/guardian and staff are fully convinced that the student cannot remain or return to mainstream school and that the Oakwood program is suitable and in the student's best interests of the student.

### **Enrolment Process**

- Submission of expression of interest for enrolment
- Meeting involving the student, parent/guardian, school staff and other workers to discuss the student's situation, goals and the suitability of Oakwood School for the particular student.
- Each student enrolled will undertake a period of individualised induction where the student is supported through one on one meetings with their teacher to orientate the student to the expectations of the school and for the school to better understand and cater for the individual learning needs of the student.
- At the beginning of the period of induction, a Student Support Group Meeting is convened to share information, explore strategies and set goals for the young person's education.
- Input from other professionals such as therapists, medical professionals, and support workers who are working with the young person is also sought at a separate Professionals Meeting.
- Parents/guardians are responsible for providing current and correct enrolment details for the duration of a student enrolment.
- Students must be willing to be involved and fully committed to the Oakwood School program and agree to work co-operatively and non-violently with other students and staff.
- As Oakwood School is a specialist secondary school catering to disengaged students there is no expectation that other family members would have sibling rights to enrol in the school.
- Information on how to appeal an enrolment decision including escalation to the Regional Director can be obtained from the Oakwood School Principal.
- **Enrolments will only be considered where all other appropriate educational options have been exhausted and re-integration into other local schools is no longer feasible.**

### **Appeal process**

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal a specialist school's enrolment decision should lodge a written appeal with the school. The Department will contact parents/carers with further information after an appeal is lodged.

**Communications**

The Oakwood School enrolment policy will be made available to the school community on the school's website and at each campus.

**Policy review and approval**

Policy approved by	Principal June 2022
Next scheduled review date	June 2026