

THE AUSTIN SCHOOL STUDENT ENROLMENT POLICY

Aims:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To ensure school based enrolment aligns with DET School Policy Advisory Guide-[Enrolment](#)

Rational:

Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. For exemption categories and process see: [Attendance](#)

The Austin School provides short-term educational intervention for students who are patients/clients of Austin Health and Austin Child and Youth Mental Health Service (CYMHS).

Students are required to be formally enrolled for the period they attend The Austin School.

Implementation:

- All children, both inpatients and outpatients, who are clients of Austin CYMHS, can attend The Austin School when referred by CYMHS clinicians.
- Referrals from clinicians for the purpose of enrolment must contain appropriate referral information and documents.
- Referral documents from clinicians for Outpatient students must be provided before enrolment can occur.
- In all outpatient programs enrolment will not occur until there has been a case conference involving The Austin School teacher, referring clinicians, the student's school (if appropriate), parents and the student if appropriate.
- In all inpatient programs, enrolment forms will be completed when the student has been admitted to the inpatient ward/ unit. Students from inpatient wards cannot attend school until the enrolment form has been completed.
- All enrolments will require the completion of The Austin School's Student Enrolment Form.
 - This form must be signed by the parent/s or court assigned guardian.
 - Where these are not available a "statutory declaration for informal relative carers – victoria" will need to be completed. This also applies where DHS has care of a student but no formal court order has been issued.
 - Mature minors may be able to sign their own enrolment forms to attend school. In certain circumstances where the mental health or illness of a student may impact on the student's ability to make informed decisions, advice should be taken from DET legal department. Case managers and nursing staff may also need to be involved.
- Parents, guardians and/or carers are responsible for providing principals and staff with up-to-date information and documentation relating to relevant court orders or informal arrangements that are in place.
- It is the responsibility of principals and staff to request copies of relevant court orders or informal arrangements that are in place.
- The Student Enrolment Form contains permissions for:
 - Medical consent
 - Photographic consent
 - Art Exhibition consent
 - Excursions consent including permission to be transported in a school vehicles

- Consent to follow up on attendance and progress after leaving The Austin School
- Consent to interact with the therapy dog

All sections must be completed as YES or NO

Other documents in the Enrolment Pack which require signature are:

- Internet Acceptable Use Policy for Secondary Students at The Austin School
 - Internet Acceptable Use Policy for Primary Students at The Austin School
 - Asthma Action Plan
 - Anaphylaxis Action Plan
 - Summary of Student Engagement and Wellbeing Policy and Emergency Management Plan
- Students who require medications to be given by teachers while at school must complete a Medication Authority Form signed by the student's doctor and parent/guardian/carer.
 - Student enrolment forms will be kept in the student's The Austin School file on Compass. A copy of the form will be given to the administration staff for recording on CASES 21.
 - Students at The Austin School are not assigned a Victorian Student Number (VSN) due to privacy issues. A student's VSN is assigned to the base school.

Related policies

Policy and Advisory Library:

- [Enrolment](#)
- [Placement](#)
- [Admission](#)
- [Transition - Year 6 to Year 7](#)
- [Transfers](#)
- [Exemption from school attendance or enrolment](#)
- [Attendance](#)
- [Decision making responsibilities for students](#)

Related legislation

- Education and Training Reform Act 2006
- Privacy Act
- Public Health and Wellbeing Act 2008
- Public Health and Wellbeing Regulations 2009

Department resources

- [Student Family Occupation Education \(SFOE\) Portal](#)
- [Victorian Student Number \(VSN\)](#)
- [ISP Quality Standards and School Resources](#) - see *International Student Program Quality Standards for Schools*, Quality Standard 6 - Student Support Services

Evaluation:

This policy will be reviewed as part of the school's review cycle, at least once every three years. Reviewed September 2020. Next review September 2023. Presented to School Council September 2020.