



# Enrolment Policy

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## Purpose

This policy has been developed to provide information for school community regarding enrolment in:

- Sydney Road Community School—main campus, Sydney Road, Brunswick
- Brunswick Teaching Unit
- Coburg Learning Centre.

## Scope

All students applying to enrol in our school deserve to have the complexity of their particular situation and needs carefully considered. Applications will be assessed in relation to the existing needs of the current student population, available resources and the school's ability to meet the needs of new applicants.

## Policy

### Sydney Road Community School—Main campus

#### Intake Zone and Student Population Ceiling

Positive inclusion into the school community relies on healthy relationships between peers. This often depends on social opportunities outside of school hours. Therefore, ease of access to the school is considered an important criterion for enrolment. All Year 6 students from our local neighbourhood primary schools are accepted. It is also recommended that our students reside either within a five kilometre radius of the school or with access to the Upfield rail line.

The unique physical environment of our school leads to a nominal maximum of 14 students for each contact group. This may reduce when adult aides attached to students through the PSD program are considered, or where other support needs for a particular group are high. Students are allocated to classes based on the combination of class size and student need.

#### Assessing Individual Need and Selection Process

Prospective students, with a parent or caregiver, are interviewed by relevant teachers to assess their suitability for the school. Student background, strengths, weaknesses, physical requirements and mental health needs are all considered. Other factors relevant to the student's potential for success within the school community are also explored. The student is asked to contact the school following the meeting to demonstrate their commitment to continuing with the enrolment process.

Once the student has indicated their wish to continue, follow up contact with past schools, agencies or other professional supports is made. This information, along with notes from the student interview, informs discussion of the prospective enrolment at a whole staff meeting. In some cases a second interview may be required, either prior to or following discussion at a staff meeting. All new enrolment offers must be approved by a whole staff meeting.

Prospective students will be informed of the progress of their application and the final deliberation of staff. A register of student interviews and background notes will be kept on file. Minutes of all staff meetings where student applications are considered will be retained.

### **Sydney Road Community School—Brunswick Learning Space and Coburg Teaching Unit**

The Brunswick Learning Space and Coburg Teaching Unit are two small campuses set up as intensive limited time Flexible Learning Options (FLO) campuses.

Our FLO campuses offer a short-term thirteen-week re-engagement program to support students to engage more successfully with their mainstream secondary school. We work with students in Years 7 to 10 and their mainstream Government schools within the North-Western Region.

Information about our programs and referrals/enrolments can be found on the [SRCS Learning Spaces website](#). It contains information related to our:

- [Program](#)
- [DET FLO Referral Form](#) (submitting by home school)
- [Learning Spaces Referral Form](#), including information about costs (submitted by home school)
- [Cohort Selection](#)
- [Curriculum](#)

### **Approval and Review Details**

Policy last reviewed	June 2021
Approved by	Tess Abbottsmith Youl, Co-Principal
School Council approval	Not required
Next scheduled review date	June 2024 (3-4 years)
Responsible for review	Principal

## SRCS Enrolment Process—Main campus

1. All enrolment enquiries are initially directed to the principal who records general information in our [Enrolment Enquiries](#) spreadsheet and on an [Enrolment Enquiry Form](#) .Prospective students are considered on the following criteria in order of priority:
  - Designated neighbourhood school
  - Sibling currently at the school
  - Specific curriculum grounds
  - Closeness to school
  - Exceptional circumstances, compassionate grounds
2. If appropriate, the Principal will refer an enquiry for an interview with a contact teacher and one other staff member (another contact teacher or wellbeing team member).The enrolment interview is an opportunity for the student and their carer/s to learn more about the school and for staff to better understand the specific learning and wellbeing needs of the student. Notes will be recorded on the [Enrolment Enquiry Form](#) . Permission will be sought to contact the student's previous school/s and other relevant professionals to supplement this information if the enrolment application proceeds.
3. For the enquiry to proceed the student is asked to contact the school via phone to express their desire to attend the school. On receipt of this call the interviewing staff will make contact with the student's previous school/s etc. in order to form a recommendation for the enrolment to a staff meeting. This presentation is an opportunity for all staff to consider how the student would be supported at the school and to raise any issues that may need to be addressed in order for the enrolment to be successful, including an assessment of risk management. The prospective student and/or their carers may be required to attend further meetings prior to enrolment. Confirmation of enrolment will be recorded in staff meeting minutes and on the [Enrolment Enquiries](#) spreadsheet.
4. Contact teachers will then work with the student, their carers and the Wellbeing Team to develop an individualised transition plan for the student.