



YOS INDEPENDENT SCHOOL
 YOS Lawnton and Goodna Campuses
 (A Queensland Non-State Independent School)

Enrolment Policy and Procedure		CODE: ENROL2018
Scope of Application:	Students, parents/carers and staff	
Filing Instructions:	F Drive <ul style="list-style-type: none"> - F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures 	
Related policies:	<ul style="list-style-type: none"> • Privacy Act 1988 (Cth) • YOS Independent School Child Protection Policy • YOS Independent School Restorative Justice Framework • YOS Independent School Positive Behaviour Policy and Procedure • YOS Independent School Attendance Policy and Procedure • Education (General Provisions) Act 2006 	
Forms and Useful Links	<ul style="list-style-type: none"> • Application Form • Enrolment Checklist – Parent/Carer • Release of Information Consent Agreement • Privacy Consent Form and Notice • Proceed to Interview Form • Proceed to Enrol – Student Enrolment Details Form • Student SET Plan • One Month Education Review Student Agreement • Outcome Star • Harrison On Line Career Assessment • Medical Forms • Student Safety Plan • Internet and Email Agreement • Student Participation Agreement • Parent Agreement and Information • EAP Consent Form • Individual Learning Plan • Student Charter of Rights and Responsibilities • Student Guidelines and Agreement 	

Change record / revision history:

Version	Prepared/ reviewed by	Date reviewed	Approved by	Authorised by	Review date
14.1	Helen Boardman	December 2018	Darren McGhee	Thomas Austin	December 2020
14.2	Helen Boardman	Amendments: 23/4/2020			December 2020



Purpose

YOS Independent School is committed to having a welcoming, safe and secure, relational and trauma informed policy around enrolment.

Policy

As a special assistance school, YOS Independent School has a desire to see young people who have disengaged from mainstream education move forward, fulfill their dreams and increase their wellbeing. Students that access YOS Independent School, generally have multiple barriers, such as trauma history, substance abuse, homelessness, family breakdown, mental health, legal concerns, financial difficulties, disabilities and many more.

For a young person to experience a high quality of life, it is dependent upon the establishment and encouragement of individual aspirations and a life of purpose. YOS Independent School considers it a service to the community and a privilege to work with the community, students and carers, to provide education and social supports that will equip young people with the knowledge, understanding, skills and values to have a life of quality and purpose.

YOS Independent School aims to provide an enrolment process that is:

- Welcoming to both the students and carers
- Safe and secure
- Relational
- Empowering for the student to tell their story
- Flexible in the delivery depending on the capabilities of the student and/or carer
- Trauma Informed



Guiding Principles/ Objectives

YOS Independent School's guiding principles are linked to the character of the God we serve and a sound understanding of good practice held in the community:

1. An enthusiasm for learning should be developed and nurtured through positive learning experiences and a positive learning environment
2. YOS Independent Schools acknowledges the Aboriginal and Torres Strait Islander peoples of Australia as the traditional owners of this land and support the right of Indigenous people to self-determination and cultural expression
3. Social inclusion practices that reflect restorative justice principals and restore relationships
4. Students and parents/families/other significant services should be involved in decision making that actively impacts them
5. YOS Independent School will improve the social, education and employment outcomes of young people particularly those that are at risk or have disengaged from education, training and other main stream services
6. YOS Independent School will display an unswerving commitment to young people by:

- Involving members of the community and community organisation in developing education and training opportunities for young people
 - Re-engaging young people in education and training Developing ways to promote the social outcomes of young people
 - Going “out of the way” to encourage and sustain young people in education, training and employment pathways
7. YOS Independent School will work with families to achieve the best outcomes for young people when appropriate
 8. YOS Independent School will work with government and non-government agencies to achieve all the principles above

Responsibilities

School /Staff

- Adhere to this policy
- Provide a welcoming, safe and secure space for the students and carer
- Provide a service that is relational, empowering and has a flexible delivery of process to the student/parents needs
- Use Trauma Informed Practice¹
- Ensure paperwork is maintained
- Adhere to prescribed privacy practices
- Adhere to Disability Discrimination Policy and Procedure
- Ensure expressions of Interests are responded to in a timely manner
- Ensure each student/parent understands the process and is kept informed
- Appropriate training is given to staff around various practices, such as, but not limited to Trauma Informed Practices, Motivational Interviewing²

Students

- Express to staff if they are unsure of process, do not understand or are feeling uncomfortable
- Being as honest as possible and sharing as much as they feel comfortable
- Arrive on time

Parents

- Encourage their child to do their best in school and acknowledge their achievements
- Listen without judgement and seek to understand their child’s concerns and challenges
- Set consistent expectations to help your child feel secure
- Treat your child fairly and try to develop a trusting relationship

¹ **Trauma Informed Practice** is defined as an organisational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of **trauma**

² **Motivational Interviewing** is a psychotherapeutic approach that attempts to move an individual away from a state of indecision or uncertainty and towards finding **motivation** to making positive decisions and accomplishing established goal

Implementation

YOS Independent School will ensure that this policy is adhered to and implemented into the school's system through:

- Staff Orientation
- Initial conversation with applicant/parent/carer regarding process and steps involved when application is received
- Letters and/or phone calls will be sent/made to parents/carers/students as each step has progressed and what is required of them
- Encouraging active participation from the student and encouraging their involvement in the process
- Encouraging communication with the parents/carers when appropriate
- Application Forms will be readily accessible by request or via website

Compliance and Monitoring

YOS Independent School will ensure all enrolment paperwork is maintained in the students file and in SAMIS. YOS Independent Schools will show transparency with the community by including statistics and any appropriate information around enrolment through the Annual General Report. The policy, procedure and forms will also be readily accessible through the website and on request.



ENROLMENT PROCEDURES

Contents

New Student School Entry Process	5
Application	5
Staff Interview Involvement	5
Register of interest	6
Fees	6
Interview	6
Interview Documentation Required	6
Orientation and Induction	7
.....	9

YOS Independent School wants to make the enrolment process as comfortable for the applicant as possible. Focusing on creating a welcome, safe and secure space where the applicant feels comfortable to tell their story and what has brought them to YOS Independent School.

YOS Independent School understands that building relationship can take time and are willing to walk alongside the applicant through this process. This process is about building that relationship with staff, but also other existing students and assisting a new student to feel part of the school community. YOS Independent School staff as their practice will use Motivational Interviewing and Trauma Informed practice.

New Student School Entry Process

YOS Independent Schools have two distinct entry processes:

1. This entry process occurs when a planned mass school entry occurs such as the beginning of the year or when a new class is established

This process is constantly being reviewed. There are current discussions and planning regarding considering enrolment in November and December of the current year for the following year's intake to assist with organisation and planning.

2. This entry occurs during the school year when a new young person expression of interest is accepted, an interview has taken place and a decision to invite the student to enrol has been confirmed. Usually at the beginning of each term.

Application

All applications are to be submitted by a completed [Application Form](#) and associated forms (supported by an [enrolment checklist](#)) which are available on the website, requested through email or by another staff member. Applications can also be submitted via Professional Referral. [Referral Form](#) and [referral checklist](#) are available for this process. Administration at YOS Independent School will ensure applications for each site are forwarded on to the Manager of Student Learning for action for both Lawnton and Goodna Campuses. On receipt of application, the Manager of Student Learning will contact the applicant to have a discussion around suitability:

- to commence building a relationship
- to understand why the student would like to come to YOS Lawnton or Goodna Campuses
- what they would hope to achieve,
- as well as discuss any areas of the expression of interest that may be of significance.

There is a 10-business day timeframe for parents/carers/professionals to provide the checklist documentation to our School once the application is lodged.

If suitable, the Manager of Student Learning will book an interview time and send out an interview letter which outlines the details of the interview and what is required to be brought along. The parent/carer is also invited to attend this interview if appropriate.

Selection Criteria for acceptance into YOS Independent School: Young person cannot return to mainstream school. Manager of Student Learning and Manager of Student Support Services will determine the enrolment outcome based on the interview.

Staff Interview Involvement

Interviews will be conducted by the Manager of Student Learning and Manager of Student Support Services. From time to time, other members of staff may be called upon to assist with the interviews

Register of interest

Applicants who are not offered a place in the school due to the lack of vacancies may be placed onto the register of interest list to be considered for future placement. However, this does not imply a guaranteed future placement. All applicants in the register will be subjected to the same enrolment considerations as with all future applications. Applicants who are not offered a place due to not meeting the selection criteria may be offered advice on more suitable options.

Fees

There are no application fees or costs for the student to attend YOS Independent School. There may be a cost associated with enrolling in a TAFE course as part of their school studies. There is also a small cost to attend the end of year graduation and for a school jersey if the student chooses to purchase one.

Interview

The Interview is where school staff have an opportunity to create that safe and welcoming space. Ways this can be done is by meeting applicant in the foyer, offering a drink, going for a walk around the site to show the grounds of the school, introducing to other staff.

The paperwork that should be completed prior to interview include:

1. The [Privacy and Consent Form](#)
 - under 18, parent/carer must sign the form
 - If student is classified as independent, they can sign forms
2. [Medical Information Form](#)

Interview Documentation Required

All documentation and information requested at time of application for each student is a condition of enrolment. We ask that parent/carer/student include the following:

- Information regarding student's previous education, disabilities and learning difficulties
- [EAP Consent Form](#)
- Any Medical condition and safety issues
- Court Orders and custodial arrangements.
- Identification and any other information listed in the [Enrolment Checklist](#) form

It is essential that parents/carers and professional referrals including other YOS staff disclose **all** information as part of the application process. Failure to disclose information could jeopardise the student's enrolment at YOS Independent School.

Following a successful interview, the student forms are passed to administration staff for input into the school system. An offer letter is sent to parent/carer/student with start dates and to explain the orientation dates and processes at YOS Independent School.

At this point, the student information is collated and passed onto the relevant Health and Wellbeing Worker. This ensures that they develop an understanding of the student and any support needs they may have, to help with transitioning into our School.

Orientation and Induction

This stage is where the young person has been enrolled into YOS Independent School. However, there is a [one month review period](#) where students agree to the school principles of attendance, participation and behaviour. Following this month, students may be asked to attend a review meeting with the Head of Student Learning and Head of Student Support Services to discuss whether enrolment is to continue at YOS Independent School and whether the school is the right place for them at the present time.

Orientation:

As part of this process, parents/carers and students will be invited in for an **orientation** day to become more familiar with the school campuses, meet each other, meet the school staff, including teachers, teacher aides, health and wellbeing workers and other school support staff. During the orientation day, parents/carers and students will be asked to complete some documentation to complete their enrolment at YOS Independent School. Students will find out which class they are in and have access to their school timetable. Light refreshments will be provided to allow parents/carers and students to meet school staff in a more informal way.

Induction:

Following the orientation day, students will commence their regular timetable at YOS Independent School. The first few days will be **induction days** where students will become more familiar with the school timetable and curriculum, classroom staff and school processes including information technology and use of school laptops. During the induction program, students will also find out about other support systems at YOS Independent School including Student Star, LNN Robot, SET Plans and our Social and Emotional Learning program at school.

The following documentation form part of the orientation and induction process at YOS Independent School:

- Student Charter of Rights and Responsibilities
- Privacy and Consent Form and Notice
- Medical information and details
- Student Health and Safety Plans
- Parent Agreements
- One-Month Education Review Agreement
- Student Participation Agreement
- Internet and Email Agreement
- Student Checklists
- Student Guidelines and Agreement
- SET Plan commencement

In addition to the above (and alongside the one-month education review), continued enrolment at YOS Independent School will be subject to:

- Participating in the school's educational program
- Working alongside their Health and Wellbeing Worker
- Maintaining a safe environment for all
- Demonstrating our student code of conduct: safe, legal, responsibility and respect

As a special assistance school and understanding that support is essential, there is a focus on Restorative Justice Practices and walking alongside the student. If the enrolment is at risk, YOS Independent School is committed to working together to implement an action plan. Please see [Restorative Justice Framework](#) and [Positive Behaviour Management Policy](#).

Process for students who commence with YOS Independent School at the start of a new term rather than at the beginning of a school year:

- Parents/carers and students will be allocated a 2-hour block of time (usually during the pupil free day at the start of term) to participate in a shortened version of our orientation and induction program



YOS Independent School Enrolment and Induction Process

APPLICATION PROCESS

Application is completed and received with supporting documentation. Received from:

- Parent/Carer
- Young Person (if independent)
- Professional Referral

Manager of Student Learning contacts applicant to advise of interview date and time or to advise that application cannot proceed with reasons why and support with alternatives if appropriate

Remember to provide an enrolment process across all stages that is:

- Welcoming to both the students and parents/carers
- Safe and secure
- Relational
- Empowering for the student to tell their story
- Flexible in the delivery depending on the capabilities of the student and/or parent
- Trauma Informed

ENROLMENT INTERVIEW

Manager of Student Learning and/or Manager of Student Support Services facilitate the interview to discuss any areas on the application that may require further information, ensure the school is suitable for the applicant and to find out any other information to ensure the applicant can be supported at YOS Independent School

Complete:

- a) Privacy Notice and Consent Form
- b) EAP Consent Form
- c) Medical Forms
- d) Ensure all documentation on the enrolment checklist is complete

**IF SUCCESSFUL, OFFER LETTER SENT
IF UNSUCCESSFUL, ALTERNATIVES DISCUSSED**

ORIENTATION AND INDUCTION

This stage is where the young person has been enrolled into YOS Independent School, provisionally on successfully completing the one-month review.

Orientation:

As part of this process, parents/carers and students will become more familiar with the school campuses, meet each other, meet the school staff and complete all necessary documentation and forms. Sharing of light refreshments is part of the orientation day.

Induction:

During the first few days of school, students will become more familiar with the school timetable and curriculum, classroom staff, health and well-being workers and school processes including information technology and use of school laptops.

Students will also find out about other support systems at YOS Independent School including Student Star, LNN Robot, SET Plans and our Social and Emotional Learning program at school. Some of these support systems will be started during induction

All completed documents are to be kept securely and safely on the student's file, with a copy of the relevant forms and agreements given to parents/carers and students