

ENROLMENT PROCEDURES

BOWDEN BROMPTON COMMUNITY SCHOOL

Reviewed December 2022

Next Review Due: September 2023



<u>TORRENS ROAD CAMPUS</u> 85A Torrens Road BROMPTON SA 5007 Ph: (08) 8346 4041 Fax (08) 8340 3240	<u>LITTLE PARA CAMPUS</u> 55 Downton Ave SALISBURY NORTH SA 5108 Ph: (08) 8285 3109 Fax: (08) 8258 7177	<u>INTEGRATE CAMPUS</u> 90 Beafield Road PARA HILLS WEST SA 5096 Ph: (08) 8285 3109 Fax: (08) 8258 7177	<u>BEACH CAMPUS</u> 181 Beach Road CHRISTIES DOWNS SA 5164 Ph: (08) 8384 8288 Fax: (08) 8382 8680
Email: dl.1418.info@schools.sa.edu.au			

ENROLEMENT PROCEDURES

Enrolment at Bowden Brompton Community School is the culmination of an agreement between parents/carers, the student, Support Service Behaviour Coaches, the student's current school and BBCS where a placement at BBCS is in the best interests of both the student and BBCS.

Bowden Brompton Community School is a specialised DFE setting and is subject to Inner West Partnerships approval processes.

- All students under 16 can only be enrolled through an interagency referral.
- Students over 16 may self-refer (with carers usually involved).
- Priority will be given to students under 16.
- Students **are not accepted** while **on exclusion** from other schools.
- Each campus has a ceiling enrolment.
- All approved potential students undertake a four-week trial.
- Four TRT days will be invoiced to the enrolled school at the completion of the second week of the student's trial.
- Torrens Road, Beach, Gateways, and Integrate Campuses enrol secondary students, year 7 to 12.
- Little Para Campus may enrol students aged from 11.5 years old. BBCS Principal's approval must be given to students aged 11.5 years old.

Considerations for student enrolment include:

- Is BBCS able to provide programs that will meet the needs of the student?
- Do the carers agree to support the operational methods of the school as described in initial interviews?
- What are the dynamics of any existing relationships between the potential student and current students?
- Are there problematic community connections?
- Is the student a likely target for other students?
- What safety issues are there for the enrolling student and that of current students and staff?
- What other agencies are involved in the education/support of the young person?
- Is the student "public transport capable"?
- Are there consultations with, or directions from, the Inner West Partnerships Education Director?
- Have all attempts to further support the mainstream placement been considered and attempted?
- Is there a history of Behaviour Coach / Support Services involvement?
- Have suspension / exclusion processes been utilised?

Please note

Current BBCS year 6 and year 7 students may progress to senior campuses at Torrens Rd, Beach or Integrate as part of the transition to year 7 and 8 programme. BBCS recommends that current year 6 and year 7 students transition to their local zoned high schools. This will involve a transition process with the local school and the Behaviour Coach.

Students at **year 6** level seeking a year 7 placement at Torrens Rd, Beach and Integrate must be in year 7 before the process of a potential enrolment is started.

The school does not operate according to waiting lists and there are not defined **zones/boundaries** established by DFE for the school.

The process for enrolment

The initial approach to BBCS is made by an interagency representative (usually a behaviour coach) or school site leader on behalf of the prospective young person to the appropriate BBCS Head of Campus (HOC):

- | | | |
|----------------------------------|------------------|--------------------------|
| • Torrens Road Campus | Jason Rowe | 0423 020 259 / 8346 4041 |
| • Little Para/Integrate/Gateways | Lee Van Der Hoek | 0407 588 548 / 8285 3109 |
| • Beach Campus | David Collins | 0407 600 322 / 8384 8288 |

The HOC or delegate will forward a **BBCS Potential Student Information** form to be completed with as much detail as possible concerning problematic issues regarding the student.

The enrolled school and behaviour coach are required to provide as much detail as possible via the Potential Student Information documentation, other supporting documents required are:

- EDSAS print outs (attendance, behaviour management)
- Student plans (One Child One Plan)
- School reports
- OT/psych reports
- Diagnostic testing data etc

The **Potential Student Information** form signed by the Principal or delegate along with the supporting documentation are to be emailed to the appropriate HOC.

Once the Potential Student Information form and other documentation is reviewed and considered the HOC will make contact with the parties to communicate the next phase of the process which may include:

- A school tour/interview with the student, carers, school representative and behaviour coach.
- Notification that BBCS will not proceed with the potential student.

Tour/interview

At the tour/interview:

- A positive description of what BBCS offers to re-engage young people will be provided
- BBCS may review educational and personal histories to provide the school with a clear understanding of student's needs and to determine the suitability of BBCS as a learning environment for the student;
- No decision will be made about enrolment at this time.
- The student and carer will be required go away and consider what they have heard in the interview before making a decision to enrol.

Trial period and enrolment

After the interview the young person and/or their carers should contact the school to indicate they wish to proceed. BBCS will:

- Based on the information gained, offer an invitation to engage in a 4-week alternative placement or trial
- OR**
- After detailed discussion, the school management group may decide not to proceed with an invitation. The reasons for not proceeding with a trial will be clearly communicated.

There may be delays in trial commencement date due to the need to balance new enrolments with school operations. Every effort will be made to keep this to a minimum. All potential students are required to undertake a transition process:

Every trial student will be required to undertake **3 days of transition**, which will include:

- pre-testing for literacy and numeracy
- undertaking a Student Development Plan
- goal setting and timetabling

If after the 4-week trial the student has demonstrated sufficient attendance and the school has determined the learning environment best suits the needs of the student, the enrolment will be made active.

Please note:

- Enrolment documentation requires legally recognised adult representation.
- Student Transfer Advice to a previous school is not activated until the student starts school.
- Four TRT days will be invoiced to the enrolled school at the end of the second week of the student's trial.

Guidelines for enrolment of students over 16 years

These students may present directly for interview preferably with a carer (depending on living circumstance). Students enrolling at the school who are already enrolled in other DFE schools, may undergo a 4 week alternative placement to determine suitability of student placement at the school.

Considerations for student enrolment include:

- Students with chronic non-attendance histories will not be considered for transfer from other schools.
- In instances where BBCS is of the view that the student is likely to present with significant wellbeing issues that may impact on their or other members of the school community's wellbeing, a WHS Risk Assessment may be activated and school decisions regarding enrolment suitability will be based on that assessment.
- In the event of a Risk Assessment being implemented, a 4-week alternative placement is mandatory to assess the student and school needs to maintain an ongoing enrolment.
- Termination of the 4-week trial will occur if chronic non-attendance patterns emerge.
- Termination of the 4-week trial may occur if a high risk is identified in the WHS assessment.
- Termination of the 4-week trial will occur if an extreme risk is identified in the WHS assessment.
- The ability of the school to offer a program suitable to meet the student's needs.
- Poor student attitude and an unwillingness to work with or engage with BBCS.
- Motivation and attitude to reengage with education.
- School history.
- Health issues.
- Violence and drug issues.
- Goals.
- Relationships with others at the school.
- Safety and risk issues associated with the student joining the school.
- Current student numbers.

Enrolment and Induction for students over 16 years

The potential student is required to do an interview and tour. After the interview the young person and/or their carers should contact the school to indicate they wish to proceed.

BBCS will:

- Based on the information gained, offer an invitation to engage in a 4-week alternative placement or trial
- OR**
- After detailed discussion, the school management group may decide not to proceed with an invitation. The reasons for not proceeding with a trial will be clearly communicated.

If the student is offered a trial, a time will be made for the student and carer to attend the school to complete the enrolment paperwork (carer) and for the student to start the 3 day induction process. Once the induction process is completed, BBCS will inform the caregiver of the trial starting date.

Please note:

- New students will start on a full time program unless there are issues re risk management or family/school concerns. Any part time program will be negotiated with the parent/caregiver and Behaviour Coach and regularly reviewed.
- BBCS will coordinate a review with a Behaviour Coach, the caregiver and relevant interagency and DFE service providers at the end of the 4-week trial period if required and/or activate the student's enrolment.

Grievance procedures regarding enrolment

If a Behaviour Coach, or parent/caregiver is dissatisfied with the enrolment processes applied or the outcome determined the following will occur.

- Inform the relevant Head of Campus to seek clarification, express concerns and seek resolution of the matter.
- Furthermore if the matter is unresolved for students under 16 the Behaviour Coach should, in the first instance, take up the matter with the Manager, Student Inclusion & Wellbeing for that Partnership.
- If the matter is unresolved the Manager, SI&W will discuss concerns with the particular Head of Campus who will discuss the matter with the School Management group and Principal.

- If the matter remains unresolved the Manager, SI&W may then take the matter to their Education Director who will seek resolution with the Education Director Inner West Partnership.
- The Educational Director Inner West Partnerships, with the Support Services Manager from the home school's region will consult with all parties and make a decision regarding the matter.