

# **Enrolment Procedures**

## **Bowden Brompton Community School**

**Reviewed March 2016**

**Torrens Road Campus:**

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Brompton SA 5007  
Telephone (08) 8346 4041  
Facsimile (08) 8340 3240  
Email [dl.1418\\_info@schools.sa.edu.au](mailto:dl.1418_info@schools.sa.edu.au)

**Beach Campus:**

181 Beach Road  
Christies Beach SA 5165  
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Facsimile (08) 8382 8680  
Email [dl.1418\\_info@schools.sa.edu.au](mailto:dl.1418_info@schools.sa.edu.au)

**Little Para Campus:**

55 Downtown Ave  
Salisbury North SA 5108  
Telephone (08) 8285 3109  
Facsimile (08) 8258 7177  
Email: [dl.1418\\_info@schools.sa.edu.au](mailto:dl.1418_info@schools.sa.edu.au)

## Enrolment Procedures

Enrolment at Bowden Brompton Community School is the culmination of an agreement between parents/carers, the student, Behaviour Coaches, the previous school and BBCS that placement at BBCS is in the best interests of the student and BBCS.

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

- Students under 16 are only enrolled as a result of interagency referral.
- Students over 16 may self refer (with carers usually involved).
- Priority will be given to students under 16.
- The Torrens Road and Beach Campuses enrol secondary students.
- Students must be in their final two years of primary school for enrolment at the Little Para Campus.
- Students are not accepted while on exclusion from other schools.
- Each campus has an enrolment ceiling.

### Considerations for student enrolment include:

- Is the school able to provide programs, which will meet the needs of the student?
- Will carers agree to support the operational methods of the school as described in initial interviews?
- What relationships exist with existing 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 consultations with or direction from, the Education Director?
- All attempts to further support the mainstream placement have been considered and attempted.
- There exists a history of Behaviour Coaches / Support Services involvement.
- Suspension / Exclusion processes have been utilised.
- Year 7 students do not progress to senior campus of the school for year 8. Whilst some students will progress to Torrens Road Campus for year 8, the majority of student’s transition to their local high schools and this involves a transition process that involves the school and the Behaviour Coaches
- The school does not operate according to waiting lists and there are not defined boundaries established by DECD for the school.

### The process for enrolment

**Initial approach** made by interagency representative on behalf of the young person. At this stage the school should be provided with details of any problematic issues that are beyond the “normal”.

**A tour/visit/meeting** by the student and parent/carer occurs by arrangement. No decision will be made about enrolment at this time. The school will provide a positive description of what it offers to reengage young people who have had difficulties with previous schooling. Student and carer are required to indicate their willingness to proceed.

**A formal interview** is held with student, carer, Behaviour Support Coach and other agency personnel where relevant. At this interview details of student education/personal history are explored to provide the school with a clear understanding of student needs and to provide information to support decisions on the appropriateness of BBCS for the young person.

Behaviour Coaches are required to complete and forward to BBCS the ‘Potential Student Interview Information via email to [dl.1418\\_info@schools.sa.edu.au](mailto:dl.1418_info@schools.sa.edu.au) prior to scheduling the interview along with all relevant plans i.e. NEP’s.

Social workers, Behaviour Coaches and carers are expected to have met the young person and be able to provide detailed accurate information.

This interview will need to be rescheduled if this is not possible.

After the interview young people and/or their carers should contact the school to indicate they wish to proceed. Based on the information gained an invitation to enrol will be made, or in rare circumstances after detailed discussion by the school management group an invitation will not be made. The reasons for this will be clearly communicated.

There may be delays in actual enrolment/commencement date due to

- the need to balance new enrolments with school operations.
- Every effort will be made to keep this to a minimum.

**Please note:** Enrolment documentation requires legally recognised adult representation.

Student Transfer Advice to a previous school is not activated until the student actually starts school.

### Guidelines for enrolment of students over 16 years

These students may present directly for interview preferably with carer (depending on living circumstance).

Matters that will be canvassed include:

- Students enrolling at the school who are already enrolled in other DECD schools, may undergo a 4 week alternative placement to determine suitability of student placement at the school
- Students with chronic non-attendance histories are not considered for transfer from other schools.
- Enrolment situations where BBCS is of the view that the student is likely to present with significant wellbeing issues that may impact on theirs or other members of the school communities wellbeing, 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 a trial for a student will occur if chronic non-attendance patterns emerge.
- Terminating a trial for a student may occur if WHS high risk assessment is identified.
- Terminating a trial for a student will occur if extreme WHS risk assessment is identified
- Ability of the school to offer a program suitable to meet student needs
- Attitude
- Motivation 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 this student joining the school
- Current student numbers

## **Enrolment and Induction**

1. After interview caregiver to contact relevant Campus indicating they wish to proceed.
2. Enrolment forms completed at BBCS at a time to be negotiated.
3. BBCS inform Behaviour Coach of Caregiver notification about enrolment usually within 7 days.
4. Paperwork is completed and Behaviour Coach informed of induction date. (Induction to occur on the same day as the enrolment) Behaviour Coach to notify current home school.
5. BBCS to inform Caregiver of starting date. 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.
6. BBCS coordinate review with Behaviour Coach, caregiver and relevant interagency and DECD service providers, usually 4 weeks of entry to BBCS
7. BBCS to send Pupil Transfer Form to student's previous school on student's first day of attendance. (If student does not attend, transfer paperwork will not be sent).

## **Grievance Procedures regarding Enrolment**

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

For students under 16 the Behaviour Coach should in the first instance take up the matter with the Team Leader or Channel Manager.

If the matter is unresolved the Team Leader or Channel Manager will discuss concerns with the particular Head of Campus who will discuss the matter with the School's Executive Leadership Team.

If the matter remains unresolved the Team Leader or Channel Manager may then take the matter to their Education Director who will seek resolution with the Education Director, Inner Western Partnership.

The Education Director Inner Western Partnership with the Team Leader or Channel Manager, from the home school's will consult with all parties and make a decision regarding the matter.