# **A black and white logo Description automatically generated with low confidenceENROLMENT POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact 9496 5324.

**Purpose**

The purpose of this policy is to specify the eligibility criteria for students seeking to enrol at The Austin School.

**Policy**

**ABOUT THE AUSTIN SCHOOL**

The Austin School is a Victorian Government school located within the grounds of the Austin Hospital in Heidelberg. The school provides specialised educational services to young people, both inpatient and outpatient, who have significant emotional, physical and psychiatric problems. All students are patients of the Austin Health and/or Austin Child and Youth Mental Health Service (CYMHS).

The Adolescent Inpatient Unit currently accepts referrals of young people (13 to 17 years) from the North Western sector of the state. Younger children (0 to 12 years) from across Victoria can be referred to the Child Inpatient Unit.

Patients from the Paediatric Ward and Royal Talbot Rehabilitation Hospital, whose stay in hospital is considered long enough to affect their learning, can be referred to the Paediatric Ward Programs.

Young people who are outpatients of Austin CYMHS can be referred to short term programs by their case manager which are designed to support students’ social and emotional learning and assist in their return to an educational or vocational setting.

We offer a range of targeted programs for both primary and secondary aged students who are from both government and non-government schools. Liaison with home schools is an integral component of The Austin School’s programs. Attendance for all students is for the short term.

**ELIGIBILITY CRITERIA**

Individual students are referred to The Austin School by:

* CYMHS, and will be under the care of CYMHS and the student’s learning has been interrupted due to social, emotional, and/or mental health difficulties, or
* Nurse Unit Managers when a young person’s stay in hospital is considered long enough to affect their learning.

Applications from students who do not meet the eligibility criteria will be considered on a case-by-case basis by the region, in consultation with the principal of The Austin School.

Details on referring students to our programs, including referral forms, are available to clinicians on SharePoint within The Austin School folder.

**APPEAL PROCESS**

Parents/carers are able to appeal against the decision not to provide entry, unless a decision has already been made by the Regional Director. This can occur in relation to placements at any age level and the following process applies:

1. **Appeal to the school’s Principal**Appeals must be made in writing and lodged with the Principal.

The school’s decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure the entry decision is consistent with the eligibility criteria set out in this policy and any other factors that may be relevant to the decision.

1. **Appeal to the Regional Director**

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, North Western Victoria Region

PO Box 71, Greensborough, VIC 3088

[nwvr@education.vic.gov.au](mailto:nwvr@education.vic.gov.au)

**COMMUNICATION**

This policy will be communicated to our school community in the following ways:

* Made available publicly on our school website
* Made available in hard copy from school administration upon request

**FURTHER INFORMATION and resources**

This policy should be read alongside and in conjunction with the following Department policies:

* [Enrolment](https://www2.education.vic.gov.au/pal/enrolment/policy)
* [Exemptions from School Attendance and Enrolment](https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment)
* [Flexible Learning Options (FLOs)](https://www2.education.vic.gov.au/pal/flexible-learning-options-flos/policy)
* [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx)

## **Policy REVIEW and Approval**

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| Policy last reviewed | Term 2, 2024 |
| Approved by | Principal |
| Next scheduled review date | Term 2, 2028 |

This policy is subject to review by the principal every 3 to 4 years. Proposed updates will be made on an as needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister’s delegate. Contact [school.enrolment.policy@education.vic.gov.au](mailto:school.enrolment.policy@education.vic.gov.au) for support with these changes.