

1 Purpose

The Berry Street School is a specialist, Independent Secondary School with campuses located in Narre Warren, Morwell, Shepparton and Ballarat. The school operates to educate children with a history of adverse childhood experiences who are at risk of disengaging from their education. The school adopts a trauma-informed approach to teaching and learning and puts the needs of students at the centre of all services. Our School's vision is *to create and sustain a safe and inclusive learning community where our students have access to high-quality education so they can thrive, achieve and belong.*

This policy seeks to ensure that criteria and processes for enrolment in the Berry Street School are made clear to staff, prospective students and their families/guardians/carers, and support or referral services. This policy seeks to ensure that these criteria are applied in a fair and transparent manner across the Berry Street School campuses.

2 Scope

This policy applies to prospective families/carers/guardians, support and referral services, and students. This policy also applies to school staff.

3 Review Cycle

The Berry Street School Enrolment Policy will be reviewed every three years in line with the Plan Do Check Act cycle, and as outlined in the Policy Framework.

4 Policy

4.1 Referrals for enrolment

The Berry Street School considers enrolment enquiries on a rolling basis throughout the school year. Enrolment enquiries and referrals to the Berry Street School come through several avenues:

- Families/carers/guardians
- Self-referral
- Berry Street Services (e.g., Intensive Case Management Services)
- External services or agencies (e.g., Anglicare, Victorian Aboriginal Child Care Agency)
- Local schools
- Government services (e.g., Child Protection, Youth Justice)

4.2 Criteria for enrolment

Students wishing to attend the Berry Street School must be of secondary school age and meet the following criteria:

- show evidence that mainstream education is not appropriate:
 - have a history of disrupted learning and sustained school absence due to school refusal, suspension and/or expulsions
 - have not responded to interventions and supports provided in a mainstream setting
- experience social and/or emotional difficulties
- have experienced adverse childhood experiences
- want to be enrolled at the Berry Street School and agree to follow the School's Code of Conduct, as well as other policies and procedures.

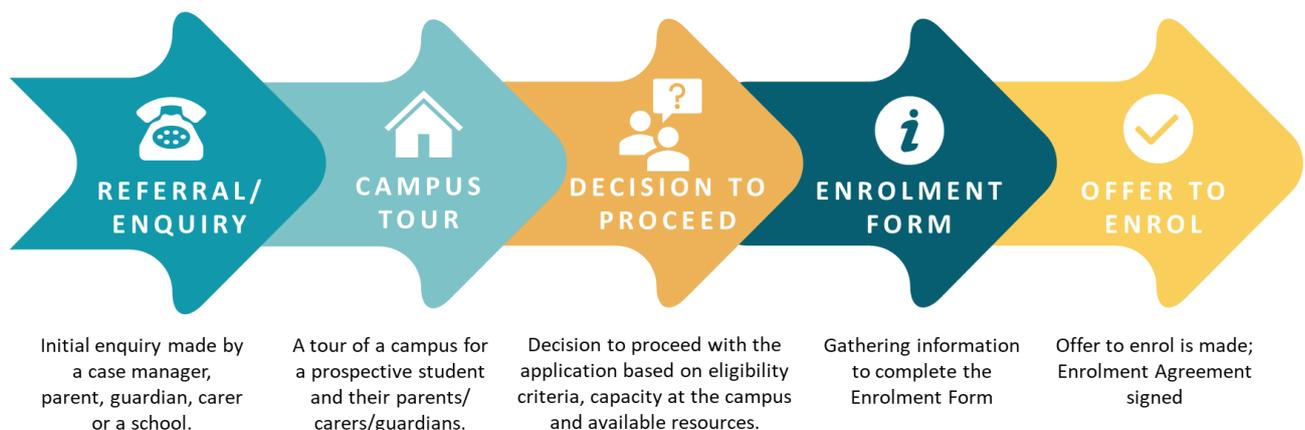
Please note, the school does not accept students on an international student visa as it does not hold the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration.

4.3 Enrolment Process

The Berry Street School accepts enrolment applications on a rolling basis. The Assistant Principals (Head of Campus) and the Wellbeing Leaders are responsible for the enrolment process. The Principal is accountable for the oversight of the enrolment process.

A typical enrolment process is outlined below and consists of five steps.

Figure 1: Summary of the enrolment process



1. An **initial enrolment enquiry** where the enquiring parents/guardians/carers are asked for basic information about the prospective student to confirm they meet the eligibility criteria for enrolment. If a campus is at capacity, applicants will be placed on a waitlist. The waitlist is managed by the campus Wellbeing Leader and the Assistant Principal (Head of Campus). When a place becomes available the Assistant Principal will review the waitlist and consult with the Principal to make offers as deemed appropriate.

2. A **tour of the campus** is provided along with the provision of information about the school, curriculum and approach; including the Berry Street Education Model and additional supports and adjustments that will be provided to students.
3. The **decision** to accept or decline an enrolment application is made by the Assistant Principal, informed by a range of factors including age, criteria met and resources available at the campus to meet the needs of the student.
 - a. If a parent or guardian wishes to request a review of the decision not to accept an enrolment, they can follow the procedures in the Berry Street School Feedback and Complaints Policy. Upon receiving the review request, the Assistant Principal will organise within two weeks (10 working days) a suitable meeting time with the Principal and parent / guardian / carer to discuss the matter.
4. Completing **the Enrolment Form** – the parent/guardian/carer can either complete the form independently or with assistance from the Wellbeing Leader at the relevant campus. The enrolment form includes the following: name, age, address; name and contact details of parent / guardian / carer; date of enrolment, Victorian student number which will be recorded in the school's enrolment register.
5. An **offer to enrol** is made and the parent / guardian /carer is asked to accept the offer and confirm the enrolment by signing the Enrolment Agreement.

The Wellbeing Leader will organise a Student Support Group (SSG) meeting prior to the student's first day of school. An SSG is a partnership between the school, parent/guardian/carer, the student and relevant agencies. The group works together to plan and support the educational, health, social, cultural and emotional wellbeing of students with diverse learning needs.

4.4 Fees

The Berry Street School aims to remove all barriers that impact a students' capacity to attend school, therefore, the school is fee-free, with no associated costs, as we recognise that the cost of attending and participating at school can be prohibitive. This includes no application fees as part of the enrolment process.

4.5 Privacy

The Berry Street School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy.

5 Supporting Documents and References

5.1 Related Berry Street documents

- Berry Street School Pre-Enrolment Information Form
- Berry Street School Student Enrolment Form
- Berry Street School Enrolment Agreement
- Berry Street School Enrolment Checklist
- Berry Street School Records Management Policy
- Berry Street Diversity and Inclusion Policy
- Berry Street Privacy Policy
- Berry Street School Feedback and Complaints Policy

5.2 Other relevant documentation

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- VRQA guidelines to the minimum standards and requirements for school registration.
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)

6 Version control

Version Number	1.1
Approved by:	Berry Street Board
Approved date:	06/12/2022
Review date:	06/12/2024
Process Owner:	Berry Street School Principal
Executive Responsible:	Executive Director Statewide Services
Version notes:	
Version 1.0	Policy created
Version 1.1	Added information on who has the responsibility for approving applications; that the school does not accept students on an international student visa; refined the description of the enrolment process