

Enrolment Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Croydon Community School on 03 9724 2400 or croydon.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to specify the eligibility criteria for students seeking to participate in Croydon Community School, including the flexible learning option, offered at Croydon Community School.

POLICY

About Croydon Community School

Croydon Community School is a flexible learning government school which supports students who are at risk or have already disengaged from education and offer flexible, highly individualised learning and a strong focus on providing holistic support for a student's engagement and wellbeing.

Croydon Community School is a Big Picture Learning school, situated in the outer eastern suburbs of Melbourne and enrolls students from Years 7 - 12. The school has a capacity to accommodate up to 150, including the Croydon Reengagement Centre. Students who seek to enrol at Croydon Community School have chosen an alternative approach to education and we operate under the Big Picture Education Learning design, which centres on the principle of *"One Student at a Time in a Community of Learners."*

We welcome eligible students from the time they are in year 7 up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).

Eligibility Criteria

Although Croydon Community School is not a Flexible Learning Option (FLO), we use the same eligibility criteria that is outlined in the Department of Education's [Flexible Learning Options \(FLOs\)](#) policy.

When our school has insufficient places to meet demand, the principal or delegate of Croydon Community School, in consultation with the region, will consider enrolments based on:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. students in out of home care, Aboriginal and Torres Strait Islander students and/or students in or leaving the Youth Justice system
3. an assessment of educational needs and risk
4. whether there or any other suitable educational options available to the student

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 both the principal of Croydon Community School and the principal of the school the student is enrolled.

Enrolment Process

- Complete the expression of interest enrolment enquiry form and required documentation for students wishing to enrol. This can be found on the [school website](#).

- The Enrolment Officer will be in contact to discuss your enquiry and organise a school tour and information session.
- If there is a place available in the desired year level, a pre-enrolment interview with the student and parent/carer will be arranged. It is essential at this stage that the student indicates a strong desire to attend Croydon Community School.
- Following the interview and assessment of all documentation, a decision on entry will be communicated in writing and the following additional documentation will be requested from the student's current school or the parent/carer:
 - Any relevant health information including relevant health management plans (i.e. anaphylaxis, asthma, diabetes management plans, etc.)
 - Relevant behaviour management plans including any safety plans developed by the other school
 - Completed enrolment form
- The student will be invited to complete a three-day trial period where they will have a chance to understand if our school is right for them. The completion of the trial period does not form part of the school's placement decision – a place at our school is available for all students invited to complete a trial period and it is the student's decision if they are going to accept the placement following the trial.

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.

2. 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-Eastern Victoria Region

PO Box 403, Benalla, VIC 3672

nevr@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](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Flexible Learning Options \(FLOs\)](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 1, 2024
Approved by	Principal
Next scheduled review date	Before 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 for support with these changes.