



**CROYDON COMMUNITY SCHOOL**  
177 – 181 Mt Dandenong Road, Croydon 3136  
P.O Box 239, Croydon 3136  
T: (03) 9724 2900 F: (03) 9724 2999  
E: [croydon.cs@edumail.vic.gov.au](mailto:croydon.cs@edumail.vic.gov.au)  
[www.emroptions.vic.edu.au](http://www.emroptions.vic.edu.au)  
ABN 11 076 433 537

## Enrolment Policy

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### **Rationale:**

Croydon Community School is an Eastern Metropolitan Region Setting and attracts children from Years 7 - 12. The school has a capacity to accommodate up to 105 students, 15 of whom are enrolled in an off-site program in partnership with Salvation Army Eastcare. Students who seek to enrol at Croydon Community School have generally had difficulties in mainstream school settings and for one reason or another need an alternative approach to education. Croydon Community School operates under the Big Picture School Education model and every student has an individual learning plan.

With this in mind we believe that the school should be reflective of the characteristics of our wider society including such issues:

- Cultural diversity
- Gender balance
- Disabilities/impairments
- Range of student learning abilities

### **Enrolment Process – New Student**

1. Parent/Guardian arranges an appointment with Campus Principal/Leading Teacher to discuss enrolment and tour school with child. (The Enrolment Officer position is appointed annually and can be a role performed by Expert Teacher, Leading Teacher or Campus Principal).
2. Parent/Guardian and student attend tour of school and interview. (Student interview notes completed, see below)
3. Parent/Guardian indicates an expression of interest in applying for an enrolment, it is essential at this stage that the student indicates a strong desire to attend Croydon Community School. The prospective student is asked to go home and think about their options and to contact the Enrolment Officer indicating their desire to commence a three day trial at the school.
4. The decision to offer a trial is made by the Enrolment Office, Campus Principal and Leading Teacher in consultation with staff, when, and if a place becomes available. The student agreement must be signed prior to commencing the trial
5. Student must complete the Student Trial Enrolment Form before commencement of trial.
6. Placement reviewed by Enrolment Officer, Campus Principal, Leading Teacher, parent/guardian and student in order to confirm ongoing enrolment.
7. Enrolment checklist to be completed at this stage.
8. Enrolment confirmed and formal enrolment forms completed.

## **Enrolment Process – Year 7**

Students in Year 6 who indicate a preference to attend Croydon Community School must go through the same process as per normal enrolment. Given enrolments aren't confirmed until completion of the three day trial and induction program for new intake students, it is strongly recommended that students also make an enrolment preference with their preferred local secondary school.

## **Enrolment Process – Returning Student**

From time to time students will move on from Croydon Community School under a number of circumstances, and then later request a re-enrolment:

### **As a transition into a TAFE, work education program or employment.**

Where a student who has been unsuccessful in the transition to TAFE or Employment requests a re-enrolment the normal process as outlined above will be followed. It is critical that at the enrolment phase the students' motivation for returning is to use the resources of the school to map out a new transition into TAFE or employment. Clear goals and expectations will be set prior to return.

### **Choosing to exit prior to or in place of an expulsion**

In the case of a student requesting re-enrolment after leaving in place of expulsion a panel of teachers will be established to interview the student, at this interview clear goals and expectations will be set. A trial must also be completed. This return to school program will be presented to staff at a staff meeting for final approval.

### **Exiting by expulsion**

In the case of a student requesting re-enrolment after expulsion no re-enrolment will be offered.

## **Enrolment policy for Year 13 VCAL at Croydon Community School.**

Croydon Community School recognises that some students require extra time to complete their VCAL program. With this in mind we offer students the opportunity to enrol in Year 13 VCAL. This opportunity is open to any student who demonstrates a commitment to furthering their education.

### **Implementation**

To enrol in Year 13 VCAL at Croydon Community School, a student must be enrolled in an approved School Based Apprenticeship or Traineeship (SBAT), TAFE/workplace program prior to the end of the preceding year. If the student withdraws from the program, then they also withdraw from school until a new program is set up.

If a student wishes to complete a classroom-based Year 13, then we can assist them to apply to enrol in an **adult education centre** such as TAFE (e.g. Box Hill, Swinburne) or a Community House (e.g. Morrison House, Mountain District Learning Centre, Upper Yarra Community House).