



## TSA INDEPENDENT SCHOOLS

YOS Lawnton, YOS Lawnton (Riverview) and Tom Quinn Community Centre Alternative School (TQCCAS)

(A Queensland Non-State Independent School)

<b>Enrolment &amp; Induction Policy and Procedure</b>		<b>CODE: ENROL2020</b>
<b>Scope of Application:</b>	Students, parents/carers and staff	
<b>Filing Instructions:</b>	F Drive - <a href="#">F:\Programs\Independent Schools\Master School Folder\Current Policies and Procedures\Finalised Policies and Procedures</a>	
<b>Related policies:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Privacy Act 1988 (Cth)</a></li> <li>• <a href="#">TSA Independent Schools Child Protection Policy</a></li> <li>• <a href="#">TSA Independent Schools Restorative Justice Framework</a></li> <li>• <a href="#">TSA Independent Schools Positive Behaviour Policy and Procedure</a></li> <li>• <a href="#">TSA Independent Schools Attendance Policy and Procedure</a></li> <li>• <a href="#">Education (General Provisions) Act 2006</a></li> <li>• <a href="#">TSA Social Mission LGBTIQA+ Inclusive Practice Framework</a></li> <li>• <a href="#">TSA Diversity and Inclusion Policy</a></li> </ul>	
<b>Forms and Useful Links</b>	<ul style="list-style-type: none"> <li>• <a href="#">Application Form</a></li> <li>• <a href="#">Enrolment Checklist – Parent/Carer</a></li> <li>• <a href="#">Release of Information Consent Agreement</a></li> <li>• <a href="#">Privacy Consent Form and Notice</a></li> <li>• <a href="#">Proceed to Interview Form</a></li> <li>• <a href="#">Proceed to Enrol – Student Enrolment Details Form</a></li> <li>• <a href="#">Student SET Plan</a></li> <li>• <a href="#">One Month Education Review Student Agreement</a></li> <li>• <a href="#">Outcome Star</a></li> <li>• <a href="#">Harrison On Line Career Assessment</a></li> <li>• <a href="#">Medical Forms</a></li> <li>• <a href="#">Student Safety Plan</a></li> <li>• <a href="#">Internet and Email Agreement</a></li> <li>• <a href="#">Student Participation Agreement</a></li> <li>• <a href="#">Parent Agreement and Information</a></li> <li>• <a href="#">EAP Consent Form</a></li> <li>• <a href="#">Individual Learning Plan</a></li> <li>• <a href="#">Student Charter of Rights and Responsibilities</a></li> <li>• <a href="#">Student Guidelines and Agreement</a></li> <li>• <a href="#">SAMIS Consent Form</a></li> </ul>	

**Change record / revision history:**

<b>Version</b>	<b>Prepared/ reviewed by</b>	<b>Date reviewed</b>	<b>Approved by</b>	<b>Authorised by</b>	<b>Review date</b>
<b>14.1</b>	Helen Boardman	December 2018	Darren McGhee	Thomas Austin	December 2020
<b>14.2</b>	Helen Boardman	Amendments: 23/4/2020			December 2020
<b>14.3</b>	Helen Boardman	08/12/2020	Rish Lefterys	Rish Lefterys	December 2022
<b>14.4</b>	Helen Boardman	20/10/2021	Shontell Dougherty	Shontell Dougherty	October 2023



## **Purpose**

TSA Independent Schools is committed to having a welcoming, safe and secure, relational and trauma informed policy around enrolment.

## **Policy**

As a special assistance school, TSA Independent Schools has a desire to see young people who have disengaged from mainstream education move forward, fulfill their dreams and increase their wellbeing. Students that access TSA Independent Schools, generally have multiple barriers, such as trauma history, substance abuse, homelessness, family breakdown, mental health, legal concerns, financial difficulties, disabilities and many more.

For a young person to experience a high quality of life, it is dependent upon the establishment and encouragement of individual aspirations and a life of purpose. TSA Independent Schools considers it a service to the community and a privilege to work with the community, students and carers, to provide education and social supports that will equip young people with the knowledge, understanding, skills and values to have a life of quality and purpose.

TSA Independent Schools aims to provide an enrolment process that is:

- Inclusive and equitable
- Welcoming to both the students and carers
- Safe and secure
- Relational
- Empowering for the student to tell their story
- Flexible in the delivery depending on the capabilities of the student and/or carer
- Trauma Informed



## **Guiding Principles/ Objectives**

TSA Independent Schools guiding principles are:

1. An enthusiasm for learning should be developed and nurtured through positive learning experiences and a positive learning environment
2. TSA Independent Schools acknowledges the Aboriginal and Torres Strait Islander peoples of Australia as the traditional owners of this land and support the right of Indigenous people to self-determination and cultural expression
3. To clearly articulate TSA Social Mission's commitment to the visibility, safety and inclusion of **all** people
4. Social inclusion practices that reflect restorative justice principals and restore relationships
5. Students and parents/families/other significant services should be involved in decision making that actively impacts them
6. TSA Independent Schools will improve the social, education and employment outcomes of young people particularly those that are at risk or have disengaged from education, training and other main stream services
7. TSA Independent Schools will display an unwavering commitment to young people by:
  - Involving members of the community and community organisation in developing education and training opportunities for young people

- Re-engaging young people in education and training
  - Developing ways to promote the social outcomes of young people
  - Going “out of the way” to encourage and sustain young people in education, training and employment pathways
7. TSA Independent Schools will work with families to achieve the best outcomes for young people when appropriate
  8. TSA Independent Schools will work with government and non-government agencies to achieve all the principles above

## **Responsibilities**

### ***School /Staff***

- Adhere to this policy
- Provide a welcoming, safe and secure space for the students and community
- Provide a service that is relational, empowering and has a flexible delivery of process to the student/parents needs
- Use Trauma Informed Practice<sup>1</sup>
- Ensure paperwork is maintained
- Adhere to prescribed privacy practices
- Adhere to TSA Diversity and Inclusion policy, procedures and frameworks
- Ensure expressions of Interests are responded to in a timely manner
- Ensure each student/parent understands the process and is kept informed
- Appropriate training is given to staff around various practices, such as, but not limited to Trauma Informed Practices, Motivational Interviewing<sup>2</sup>

### ***Students***

- Express to staff if they are unsure of process, do not understand or are feeling uncomfortable
- Being as honest as possible and sharing as much as they feel comfortable
- Arrive on time

### ***Parents/Carers***

- Encourage their child to do their best in school and acknowledge their achievements
- Listen without judgement and seek to understand their child’s concerns and challenges
- Set consistent expectations to help your child feel secure
- Treat your child fairly and try to develop a trusting relationship

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<sup>1</sup> **Trauma Informed Practice** is defined as an organisational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of **trauma**

<sup>2</sup> **Motivational Interviewing** is a psychotherapeutic approach that attempts to move an individual away from a state of indecision or uncertainty and towards finding **motivation** to making positive decisions and accomplishing established goal

## **Implementation**

TSA Independent Schools will ensure that this policy is adhered to and implemented into the school's system through:

- Staff orientation and training
- Initial conversation with applicant/parent/carer regarding process and steps involved when application is received
- Letters and/or phone calls will be sent/made to parents/carers/students as each step has progressed and what is required of them
- Encouraging active participation from the student and encouraging their involvement in the process
- Encouraging communication with the parents/carers when appropriate
- Application and associated forms will be readily accessible by request or via school website

## **Compliance and Monitoring**

TSA Independent Schools will ensure all enrolment paperwork is maintained in the student's electronic and manual file. TSA Independent Schools will show transparency with the community by including statistics and any appropriate information around enrolment through the Annual General Report. The policy, procedure and forms will also be readily accessible through the website and on request.



## ENROLMENT PROCEDURES

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TSA Independent Schools wants to make the enrolment process as comfortable for the applicant as possible. Focusing on creating a welcome, safe and secure space where the applicant feels comfortable to tell their story and what has brought them to TSA Independent Schools.

TSA Independent Schools understands that building relationship can take time and are willing to walk alongside the applicant through this process. This process is about building that relationship with staff, but also other existing students and assisting a new student to feel part of the school community. TSA Independent Schools staff will use Motivational Interviewing, Trauma Informed and Strength Based language as their practice.

### New Student School Entry Process

TSA Independent Schoolss have two distinct entry processes:

1. This entry process occurs when a planned mass school entry occurs such as the beginning of the year or when a new class is established

*This process is constantly being reviewed. There are current discussions and planning regarding considering enrolment in November and December of the current year for the following year's intake to assist with organisation and planning.*

2. This entry occurs during the school year when a new young person expression of interest is accepted, an interview has taken place and a decision to invite the student to enrol has been confirmed. Usually at the beginning of each term.

## Application

All applications are to be submitted by a completed [Application Form](#) and associated forms (supported by an [enrolment checklist](#)) which are available on the website, requested through email or by another staff member. Applications can also be submitted via Professional Referral. [Referral Form](#) and [referral checklist](#) are available for this process. Administration at TSA Independent Schools will ensure applications for each site are forwarded on to the Executive Teacher Student Learning and Curriculum for action for both YOS Lawnton and YOS Lawnton (Riverview) Campuses. On receipt of application, the Executive Teacher Student Learning and Curriculum will contact the applicant to arrange an interview time:

- to commence building a relationship
- to understand why the student would like to come to YOS Lawnton, YOS Lawnton (Riverview) or Tom Quinn Community Centre Alternative School (TQCCAS)
- what they would hope to achieve,
- as well as discuss any areas of the expression of interest that may be of significance.

Parents/carers/professionals are encouraged to provide the checklist documentation to our School once the application is lodged as soon as possible to confirm a place is available.

The next step in the process: the School Admin Officer will book an interview time and send out details of the interview and what is required to be brought along. This is sent to the student, parent/carer and the interviewers.

Selection Criteria for acceptance into TSA Independent Schools: Young person cannot return to mainstream school. The School Principal will determine the enrolment outcome based on the interview if there are concerns.

## Staff Interview Involvement

Interviews will be conducted primarily by the Executive Teacher Student Learning and Curriculum and the Manager of Student Support Services. From time to time, other members of staff may be called upon to assist with the interviews, particularly during busy enrolment periods.

## Register of interest

Applicants who are not offered a place in the school due to the lack of vacancies may be placed onto the register of interest list to be considered for future placement. However, this does not imply a guaranteed future placement. All applicants in the register will be subjected to the same enrolment considerations as with all future applications. Applicants who are not offered a place due to not meeting the selection criteria may be offered advice on more suitable options.

## Fees

There are no application fees or costs for the student to attend TSA Independent Schools. There may be a cost associated with enrolling in a TAFE course as part of their school studies. There is also a small cost to attend the end of year graduation and for a school jersey if the student chooses to purchase one.

## Interview

The Interview is where school staff have an opportunity to create that safe and welcoming space. Ways this can be done is by meeting applicant in the foyer, offering a drink, going for a walk around the site to show the grounds of the school, introducing to other staff.

The paperwork that should be completed prior to interview include:

1. [Privacy and Consent Form](#)

- under 18, parent/carer must sign the form
- If student is classified as independent, they can sign forms

### Interview Documentation Required

All documentation and information requested at time of application for each student is a condition of enrolment. We ask that parent/carer/student include the following:

- Information regarding student's previous education, disabilities and learning difficulties
- [EAP Consent Form](#)
- Any Medical condition and safety issues
- Court Orders and custodial arrangements.
- Identification and any other information listed in the [Enrolment Checklist](#) form

It is essential that parents/carers and professional referrals including other TSA staff disclose **all** information as part of the application process. Failure to disclose information could jeopardise the student's enrolment at TSA Independent Schools.

Following a successful interview, the student forms are passed to administration staff for input into the school system. An offer letter is sent to parent/carer/student with start dates and to explain the orientation dates and processes at TSA Independent Schools.

At this point, the student information is collated and passed onto the relevant Health and Wellbeing Worker. This ensures that they develop an understanding of the student and any support needs they may have, to help with transitioning into our School.

### Orientation and Induction

This stage is where the young person has been enrolled into TSA Independent Schools. However, there is a [one month review period](#) where students agree to the school principles of attendance, participation and behaviour. Following this month, students may be asked to attend a review meeting with the Executive Teacher Student Learning and Curriculum and Head of Student Support Services to discuss whether enrolment is to continue at TSA Independent Schools and whether the school is the right place for them at the present time.

#### Orientation:

As part of this process, parents/carers and students will be invited in for an **orientation** day to become more familiar with the school campuses, meet each other, meet the school staff, including teachers, teacher aides, health and wellbeing workers and other school support staff. During the orientation day, parents/carers and students will be asked to complete some documentation to complete their enrolment at TSA Independent Schools. Students will find out which class they are in and have access to their school timetable. Light refreshments will be provided to allow parents/carers and students to meet school staff in a more informal way.

#### Induction:

Following the orientation day, students will commence their regular timetable at TSA Independent Schools. The first few days will be **induction days** where students will become more familiar with the school timetable and curriculum, classroom staff and school processes including information technology and use of school laptops. During the induction program, students will also find out about other support systems at TSA Independent Schools including Student Star, LNN Robot, SET Plans and our Social and Emotional Learning program at school.



The following documentation form part of the orientation and induction process at TSA Independent Schools:

- Student Charter of Rights and Responsibilities
- Privacy and Consent Form and Notice
- Medical information and details
- Student Health and Safety Plans
- Parent Agreements
- One-Month Education Review Agreement
- Student Participation Agreement
- Internet and Email Agreement
- Student Checklists
- Student Guidelines and Agreement
- SET Plan commencement

In addition to the above (and alongside the one-month education review), continued enrolment at TSA Independent Schools will be subject to:

- Participating in the school's educational program
- Working alongside their Health and Wellbeing Worker
- Maintaining a safe environment for all
- Demonstrating our student code of conduct: safe, legal, responsibility and respect

Some new students may find it overwhelming to commence their schooling with us on a full-time basis initially. Especially those students who have had significant gaps in their education. As a special assistance school, we understand that some new students may need a more flexible approach to commencing their schooling and we are able to organise this with new students and their parents/carers.

As a special assistance school, there is a focus on Restorative Justice Practices and walking alongside the student. If the enrolment is at risk, TSA Independent Schools is committed to working together to implement an action plan. Please see [Restorative Justice Framework](#) and [Positive Behaviour Policy](#).

Process for students who commence with TSA Independent Schools at the start of a new term rather than at the beginning of a school year:

- Parents/carers and students will be allocated a 2-hour block of time (usually during the pupil free day at the start of term) to participate in a shortened version of our orientation and induction program



## TSA Independent Schools Enrolment and Induction Process

### APPLICATION PROCESS

Application is completed and received with supporting documentation. Received from:

- Parent/Carer
- Young Person (if independent)
- Professional Referral

SLT member contacts applicant to advise of interview date and time or to advise that application cannot proceed with reasons why and support with alternatives if appropriate

**Remember** to provide an enrolment process across all stages that is:

- Welcoming to both the students and parents/carers
- Safe and secure
- Relational
- Empowering for the student to tell their story
- Flexible in the delivery depending on the capabilities of the student and/or parent
- Trauma Informed

### ENROLMENT INTERVIEW

SLT facilitate the interview to discuss any areas on the application that may require further information, ensure the school is suitable for the applicant and to find out any other information to ensure the applicant can be supported at TSA Independent Schools

Complete:

- a) Privacy Notice and Consent Form
- b) EAP Consent Form
- c) Medical Forms
- d) Ensure all documentation on the enrolment checklist is complete

**IF SUCCESSFUL, OFFER LETTER SENT  
IF UNSUCCESSFUL, ALTERNATIVES DISCUSSED**

### ORIENTATION AND INDUCTION

This stage is where the young person has been enrolled into TSA Independent Schools, provisionally on successfully completing the one-month review.

#### **Orientation:**

As part of this process, parents/carers and students will become more familiar with the school campuses, meet each other, meet the school staff and complete all necessary documentation and forms. Sharing of light refreshments is part of the orientation day.

#### **Induction:**

During the first few days of school, students will become more familiar with the school timetable and curriculum, classroom staff, health and well-being workers and school processes including information technology and use of school laptops.

Students will also find out about other support systems at TSA Independent Schools including Student Star, LNN Robot, SET Plans and our Social and Emotional Learning program at school. Some of these support systems will be started during induction

**All completed documents are to be kept securely and safely on the student's file, with a copy of the relevant forms and agreements given to parents/carers and students**