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| Local Enrolment Policy for The Pavilion School (Charles La Trobe College)(VRQA) | Logo, company name  Description automatically generated |

# Help for non-English speakers

If you need help to understand this policy, please contact the front office on 9223-1400

# Purpose

This policy sets out the requirements for school and family enrolments in to, and referrals to, The Pavilion School (Charles La Trobe College), and referrals to Flexible Learning Options (FLOs), and recording of FLO placements in CASES21.

# Scope

This policy applies to enrolled, referred and prospective students, families and staff at The Pavilion School (Charles La Trobe College).

# Definitions

Types of FLOs

There are 3 interrelated categories of FLOs within the Victorian government education system:

1. Flexible learning government schools – Victorian Registration and Qualifications Authority (VRQA) registered specialist or specific purpose schools that primarily enrol students that are at risk or have already disengaged from education and offer a flexible, individualised curriculum
2. Flexible learning campuses – learning settings or programs that are standalone, registered specialist or specific purpose campuses of Victorian government schools under the VRQA that are specifically targeted at students at risk of disengagement and are provided as an alternative to the main campus
3. Flexible in-school programs – learning programs that are delivered within a main campus of a school to support students enrolled at that school who are at risk of disengagement. They can be in partnership with other schools or external providers. These programs should be incorporated into a student’s existing learning program.

Note: There are a range of non-government flexible settings that offer similar supports, such as re-engagement programs for years 7 to 10 and VCE, including the VCE Vocational Major or Victorian Pathways Certificate (VPC) delivered by a non-school senior secondary or foundation secondary provider (NSSFSP). These are not within the scope of this policy.

Further information on these settings can be found in the department’s [Re-engagement Programs Policy](https://www2.education.vic.gov.au/pal/re-engagement-programs/policy).

# Policy

## Eligibility to attend The Pavilion School (Charles La Trobe College)

Students who are disengaged from their mainstream school should be referred to The Pavilion School only in the instance where their needs are not able to be met, and where in-school strategies and interventions (such as access to specialist services and classroom differentiation) are unsuitable or have proven to be ineffective. Students may be considered disengaged from school based on the following indicators:

* low or non-attendance
* literacy and/or numeracy outcomes
* behaviours of concern
* a history of school exclusion
* other at-risk factors

## Referrals

The referral of a student to a The Pavilion School must always be agreed between the referring school, the student, their family or carer, Charles La Trobe College (and if required, the region), and must first and foremost consider the best interests of the young person.

## TPS online referral approval process

Schools and/or Department of Education regional staff must use the [FLO Online referral system](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/flo/Pages/Home.aspx) (staff login required) to gain approval from the local area approver when referring a student to The Pavilion School

Specific additional approval is required by the Regional Director for referrals of students who:

* are under 15 years of age
* are being referred following an expulsion
* are in out-of-home care
* have been involved in the youth justice system
* identify as Aboriginal/Torres Strait Islander, or
* are eligible for funding under the [Program for Students with Disabilities (PSD)](https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psd.aspx) or Disability Inclusion Tier 3 funding (DI Tier 3).

A referral is not required for:

* flexible learning government schools
* other flexible learning settings and arrangements not in scope (refer to [Scope and definitions of FLOs](https://www2.education.vic.gov.au/pal/flexible-learning-options/guidance/introduction#scope-and-definition-of-flos)).

For further information on referral considerations and processes, refer to the [Flexible Learning Options Mandatory Guidelines and Procedures](https://www2.education.vic.gov.au/pal/flexible-learning-options/guidance).

## Recording student placement in a FLO

The referring school is required to record student placement at The Pavilion School in CASES21. Please refer to the guidance section for more information: [Student referrals to Flexible Learning Options](https://www2.education.vic.gov.au/pal/flexible-learning-options/guidance/student-referrals-flexible-learning-options).

## Transitions, Intake, Learning and Pathways

Where a government, Catholic or independent school makes a referral for a student between the day following the Government School Census date (approx. 28 February) and the end of Term 2 of the same year, and that referral results in a successful transition to The Pavilion School, the referring school is expected to contribute up to 50% of the students Core Allocation (or equivalent) funding to support transition, wellbeing and health services accessible at The Pavilion School for the student.

Enrolment into The Pavilion School involves a series of intake meetings.

Every TPS Student will have an Individual Education Plan (IEP) developed with them and their families within ten weeks of enrolment.

The Pavilion School will also undertake regular [Student Support Group (SSG)](https://www2.education.vic.gov.au/pal/student-support-groups/policy) meetings for every student.

The Pavilion School will prioritise the achievement of meaningful education or employment pathways for students both during student’s time at TPS and beyond the program. The Pavilion School will have a clear transition plan for every student documented in their IEP.

The Pavilion School (Charles La Trobe College) will advise the referring school once a student placement ends.

For detailed guidance on supporting transition at different school levels, refer to the Flexible Learning Options Mandatory Guidelines and Procedures.

# COMMUNICATION

This policy will be communicated to requesting in the following ways .

* Available publicly on our school’s website
* Included in transition and enrolment packs
* Made available in hard copy from school administration upon request

# POLICY REVIEW AND APPROVAL

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| Policy last reviewed | July 2023 |
| Consultation | Consultation with school leaders  |
| Approved by | Principal – The Pavilion School |
| Next scheduled review date | July 2025 |