



## Enrolment Policy

# MacKillop Education, Maidstone Campus

### Background

MacKillop Family Services, a Catholic community agency formed in 1997, continues the work undertaken by the Sisters of Mercy, the Christian Brothers and the Sisters of St Joseph. The values that underpin our work are: Justice, Hope, Collaboration, Compassion and Respect.

MacKillop exists to support, foster hope and promote justice for children, young people and their parents/guardians or carers, particularly those who are marginalised and who experience distress, disadvantage and abuse. We use the Sanctuary Model to ensure that as an organisation we are a trauma-informed community, guided by the commitments that promote emotional intelligence, non-violence, democracy, growth and change, social responsibility, social learning and open communication.

MacKillop Education Services provides support to children and young people disengaged from learning, and we implement the ReLATE Framework in our trauma-informed model of teaching and learning.

### Enrolment Criteria

MacKillop Education Services offers programs to children and young people from Catholic, Government and Independent Schools who:

- Have an identified disability (cognitive, social or emotional).
- Are disengaged or who are at risk of disengaging from education.
- Are identified as having mental health challenges, including anxiety and depression.
- Have a history and/or ongoing experience of trauma that impacts on their learning.

Our educational philosophy promotes the integration of learning and wellbeing and we focus on developing knowledge, skills and understanding in the following spheres: academic learning, social learning and emotional learning. We are aspirational in our work with young people and strive to enhance the educational outcomes for all those who participate in our programs.

MacKillop provides a flexible learning environment, where Individual Education Plans and Student Safety Plans are developed to cater for the needs of each young person. Teacher-student ratios are 1: 8 in the School Program. Our young people often have diverse and complex needs which, at the time of enrolment, are not able to be catered for in a mainstream setting.

The intention is for our young people to return to mainstream education and we work collaboratively with parents/guardians or carers and the Host School or agency, throughout the student's enrolment, to implement this goal. In some cases, it will be appropriate that the student remains at MacKillop, in which case, he/she will be supported by the Host School or agency to explore alternative options, in preparation for future pathways.

**MacKillop Schools are not Special Schools and we would refer on to this learning environment, as required.**



## MacKillop Education, Maidstone Campus (Primary)

MacKillop School, Maidstone (Year 3 to Year 6), provides a flexible learning environment which supports children and young people with diverse and complex needs, who are disengaged or at risk of disengaging from education. MacKillop School, Maidstone Campus, opened in 2017 to cater for children with diverse and complex learning needs, in western and northern Melbourne. Enrolments can be short or long-term, however our commitment is to ensuring that every child is accessing education. This may mean the student remains at MacKillop School, or returns to their Host School. We work collaboratively with the parents/guardians or carers and Host School or agency, throughout the student's enrolment, to achieve this goal.

### Referral and Enrolment Procedures

If you feel that a student from your system, school or agency would benefit from our setting, we encourage you to follow the procedure outlined below.

#### 1. Read the Referral and Enrolment Policy

The Referral and Enrolment Policy attached outlines the criteria that will determine a student's eligibility, the referral and enrolment process, the support that will be provided during transitions and the collaborative partnership we establish with parents/guardians or carers and Host Schools.

#### 2. The Referral Forms

These forms, available from MacKillop School and Regional Managers, must be completed, in full, by the Host School or agency and parents/guardians or carers. When the referral forms are submitted, we also require a copy of the student's:

- School Report
- Attendance Record
- Medical or Professionals Assessments and Reports

#### 3. Enrolment and Consent Forms

All forms will be completed following the Referral Interview and must be signed by the legal parents/guardians or carers.

### Timeline for Enrolment

Referrals to MacKillop School can be made at any time throughout the year.

**Please ensure that all forms and documents are forwarded to:**

**Principal:** Anne Henderson

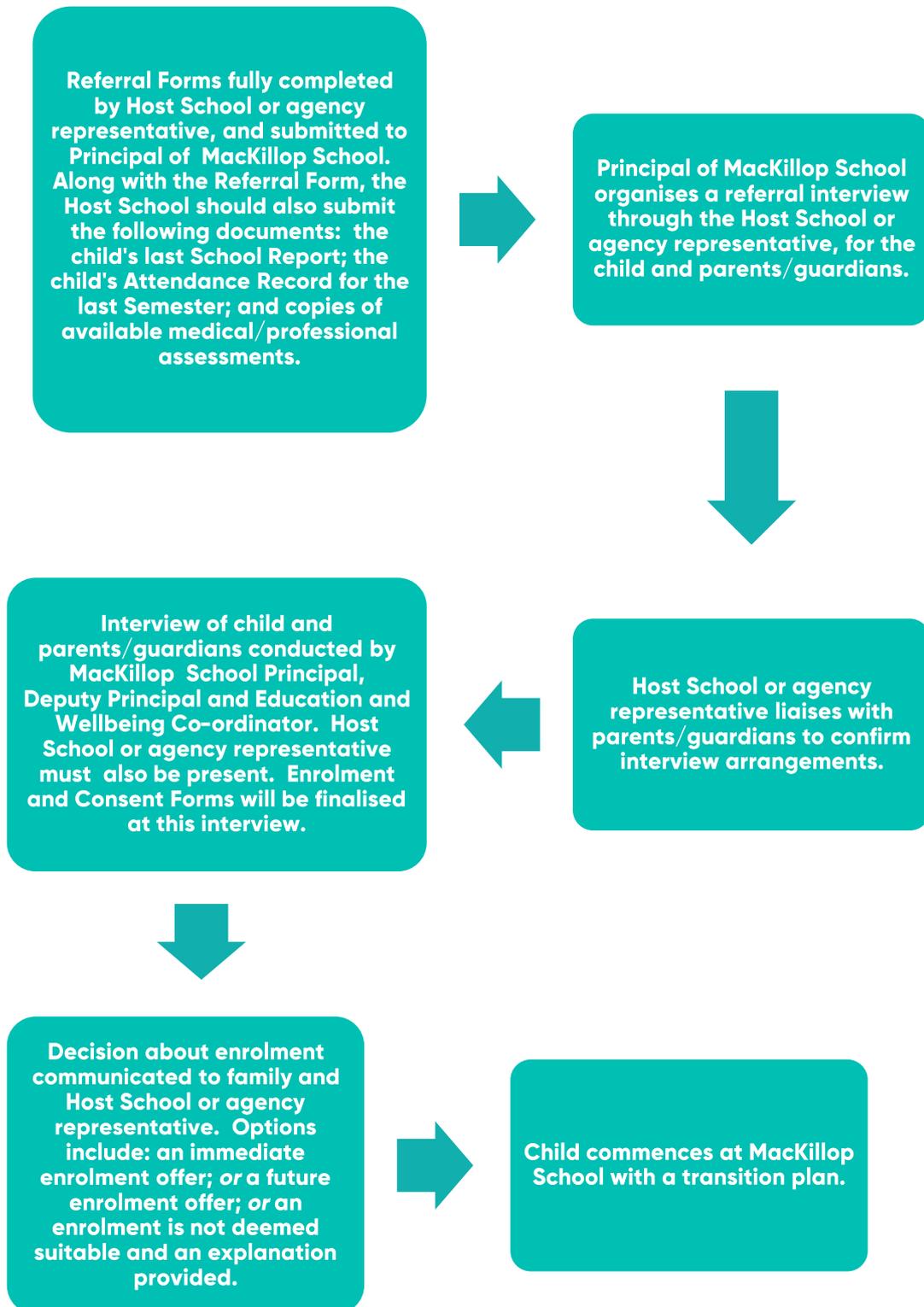
**Postal Address:** MacKillop School, 10-12 Gilda Street, Maidstone, VIC, 3012

**Email:** [anne.henderson@mackillop.org.au](mailto:anne.henderson@mackillop.org.au)

Should you have any queries or wish to discuss any further matters, please do not hesitate to telephone our MacKillop Education Maidstone School Office on telephone (03) 8317 9700.

## Referral and Enrolment Process

The following outlines the referral and enrolment process and the person/s responsible for each of the actions:





## Transition

To ensure that the student is well-supported in the process of **transitioning to MacKillop School from the Host School** the following process will be implemented:

- A transition plan will be developed in collaboration with the parents/guardians or carers and Host School.
- Individual Sessions will be scheduled with:
  - The Education and Wellbeing Co-ordinator
  - The Deputy Principal
  - The Key Teacher
- An individual timetable will be finalised and communicated to parents/guardians or carers and Host School. This will be monitored, to ensure increasing levels of engagement
- An Individual Education Plan will be developed
- A Safety Plan will be developed
- Initial Testing and Survey will be completed

If the student is ready to return to the Host School and to ensure that the student is well-supported in the process of **transitioning from MacKillop School to the Host School**, the following process will be implemented:

- A transition plan will be developed in collaboration with the parents/guardians or carers and Host School
- MacKillop will provide some initial support during the transition process
- MacKillop will be available to provide support to relevant staff at the Host School, on request from the Principal
- The capacity of the student to engage successfully with the transition process will be monitored and adjustments to the transition plan will be made, as required

## Partnership with Host Schools

MacKillop School works collaboratively with Host Schools to enhance the educational outcomes for all students. If a student is enrolled at MacKillop School, the Host School or agency representative will continue to be a critical support person and will remain involved in the following ways:

- Attendance at Referral and Enrolment Interviews
- Attendance at Student Support Group Meetings
- Attendance at Care Team Meetings, as required
- Contribution to, and support of, Transition Plans into MacKillop and back to Host School
- If the student does not return to the Host School, they will support the parents/guardians or carers to access enrolment at a suitable secondary school

## Transport

It is the responsibility of parents/guardians to transport the student to and from the school. As a flexible learning environment, transition arrangements and timetables are developed in consultation with parents/guardians to cater for the needs of individual students.

Parents/guardians or carers are required to transport children to and from the school to support the timetable developed. If required, the Contact Person needs to be available to collect the child, when there is concern about child safety.