

# Student Enrolment Policy

## Preamble

TLK Youth College is a Special Assistance School specifically designed and equipped to re-engage disenfranchised and 'at risk' young people. TLK Youth College caters for students seeking to complete Year 12 Higher School Certificate (HSC), Years 10 and 11 Record of School Achievement (RoSA), including preliminary HSC attainment, as well as Year 9 for students who choose to regain educational motivation and make a fresh start.

Student Enrolment Policy outlines TLK Youth College's enrolment processes and is designed to ensure that relevant information is gained from potential students before enrolment acceptance.

## Scope

The Student Enrolment Policy applies to student enrolment processes at TLK Youth College.

## Definitions

**Learning difficulties/disabilities:** refers to difficulties in acquiring knowledge and skills to the normal level expected of those of the same age, especially because of mental disability or cognitive disorder.

**Mental Health difficulties/disabilities:** refers to a health condition that changes a person's thinking, feelings, or behaviour (or all three) and that causes the person distress and difficulty in functioning.

**Behavioural difficulties/disabilities:** refers to behaviour difficulties that are conditions that are more than just disruptive behaviour. They are related to mental health problems that lead to disruptive behaviour, emotional and social problems. Attention Deficit Disorder (ADD) is an example of a behaviour disorder.

## Policy Statement

TLK Youth College aims to provide opportunities to young people, primarily aged fourteen (14) to nineteen (19) years, who are not seeking or are unable to complete their education within the traditional school environment.

Selection criteria may focus on one or more of the following:

- Feeling isolated or lost in a traditional school setting
- Social disadvantage or isolation
- Low academic level
- Aboriginal and/or Torres Strait Islander heritage
- English as a second language
- Learning difficulties/disabilities
- Mental Health difficulties/disabilities
- Behavioural difficulties
- School attendance difficulties.

Note: TLK Youth College does not cater for students who are functionally illiterate or require intensive behaviour or health support.

All students who apply to attend TLK Youth College within the designated intake times may be offered an interview as part of the application process. Student's acceptance into the program is

dependent on their presentation at interview and their demonstrated ability to work within the policies and philosophy of TLK Youth College.

All students who are enrolled at TLK Youth College may need to undergo a literacy and numeracy assessment if deemed necessary by TLK Youth College. This may be conducted prior to enrolment if required.

## Procedures

### Information Required Upon Application to TLK Youth College

As a school that assists students in a range of circumstances, TLK Youth College requires particular information from potential students when they are applying to enrol.

This information may include:

- Personal details including name, age, address, date of birth (note: proof of identity through birth certificate, passport or other identification is required)
- Parent/guardian/carer contact details if aged under 18 years at time of application
- Current living arrangements
- Emergency contact details
- Referral details where relevant
- Demographic Information such as Aboriginal and Torres Strait Islander
- Disability, medical condition/s and/or medication requirements where applicable
- Assessment/support details including any reports from psychologists, psychiatrists, and/or counsellors
- Previous education details
- Other training or employment information.

This information will be gathered through the *Application for Enrolment Form*. No application will be accepted without this application form.

### Enrolment Procedure

- Upon receipt of an Application for Enrolment Form, contact will be made with the parent/guardian/carer. A suitable interview time may be made for all parties.
- The Principal or appointed delegate will personally interview each applicant before enrolment and consider each applicant's interview responses regarding their ability and willingness to support the TLK Youth College ethos. A tour of the facilities may take place during the interview.
- TLK Youth College will then send a School Verification and Request for Student Background Information Form to the student's previous School to obtain pertinent information (e.g. current year level, welfare and discipline matters). The Principal or appointed delegate will review such information upon return and make a decision regarding acceptance and start date.
- The Principal or appointed delegate will inform the applicant verbally about the outcome of their application and, if successful, a commencement date may then be arranged.
- Student's accepted for enrolment will be entered into the Student Database, including details of their commencement date. An Information Pack may also be sent to the nominated parent/guardian/carer.

## Relevant Forms

Application of Enrolment Form

New Application Interview Form

School Verification and Request for Student Background Information Form.

### **Review**

This Policy will be subject to periodic review and may be amended or updated as required.