

# IGNATIUS LEARNING CENTRE ENROLMENT POLICY

## 1. PRINCIPLES

The principles that underpin this policy include:

- Everyone has the right to an education.
- The ILC provides an education that fosters responsibility and transformation: ILC restores hope, offers a sense of belonging, and enables students to flourish and reach their potential.
- Guided by Ignatian heritage and Catholic ethos and values, we accompany young people (males aged 15-17), who have had a severely disrupted education and are at significant risk of incarceration.
- The ILC fosters life-long learning by providing a holistic education, enabling students to heal, learn and experience success in a safe and supportive learning environment. We encourage students to acknowledge and develop their inner knowledge and skills through a process of reflecting on experience, discernment, and making life-giving choices for themselves, others and our world.
- Clear selection criteria and procedures promote transparency and accountability and an efficient enrolment and intake process.
- Shared responsibility for the development and growth of students with parents/guardians/carers.

## 2. PROCEDURE

### 2.1 Entry

Enrolment numbers are capped by the Jesuit Social Services Board. Once the maximum enrolment number is reached, a young person (male aged 15 – 17) who is wishing to attend (applicant), will be placed on a waiting list, and will be offered a place when a place becomes available, based on the selection criteria below.

Enrolment will be open throughout the school year, where places become available due to a student exiting the school.

## 2.2 Selection criteria

For enrolment into the ILC, the applicant must be:

- male
- aged 15 to 17
- eligible to enrol as a domestic student
- subject to sentencing under SECT 360 of the *Children, Youth and Families Act 2005* and able to attend the Ignatius Learning Centre
- eligible and willing to undertake the Victorian Certificate of Applied Learning (VCAL) course
- open to an education that is guided by Ignatian heritage and Catholic ethos and values

Offers of places are made at the discretion of the Principal. The Principal's discretion is guided by the following selection criteria:

- the Children's Court, Youth Parole Board or a Bail Justice, as part of the Order or Undertaking that has included a condition that 'attending educational programs is a recommended option for consideration/investigation' for the young person (male aged 15 – 17).
- a judge of the Children's Court has mentioned school attendance in their reasons for sentence
- a Youth Justice or Parole Worker has directed a young person to attend school
- a Youth Justice or Parole Worker has referred the young person to the ILC.

Precedence may be given, at the Principal's discretion, in the following order of priority:

- where it can be demonstrated that attendance at school is a deciding factor for the grant of a non-custodial order and there are no other suitable options for school attendance by that young person
- the applicant is on a youth control order
- the applicant is on a youth attendance order
- the applicant is on a youth supervision order
- the applicant is on remand
- the applicant is a returning student who was offered priority at the time of departure
- the applicant is placed near the top on the waiting list.

These criteria and priorities are consistent with the Catholic Education Melbourne (CEM) Enrolment Policy, as modified for a specialist school. In particular, to enable the ILC to fulfil its purpose as a specialist school that caters to the specific needs of young people in the youth justice system with social, emotional and behaviour difficulties, there may be departures from the procedures as outlined in the CEM Guidelines, Policy 2.4, Appendix 3 – 5, located here <https://www.cem.edu.au/About-Us/Policies/Enrolment-for-Schools.aspx>. Therefore, while enrolment decisions are in line with the CEM Policy, the Jesuit Social Services Board reserves the right, vested in the ILC Principal to exercise discretion and respond to the needs of individual students.

## **2.3 Process (at the time the young person, male aged 15 – 17, has been identified)**

A number of enrolment meetings, summarised in brief below, are held in order to assess a young person's needs and educational aspirations in the light of the above criteria, and to assess the ILC's current capacity to meet those needs. The young person's right to study will be confirmed at the point of enrolment.

### **2.3.1 Meetings with young person's support team**

The ILC Principal and nominated teaching staff will meet (in person or via phone/online) with the young person's support team (may include but not limited to: case manager, Youth Justice case worker, representatives from the Education Justice Initiative etc.) to gain a better understanding of the young person's learning and other needs in order to be able to make an assessment as to whether or not this young person may be considered to be enrolled in the ILC. It is important to note that the Principal and nominated teaching staff will need to consider what will achieve a successful group dynamic when making a decision.

### **2.3.2 Attend a meeting**

If step one is a positive outcome, the ILC Principal and nominated teaching staff will progress to step two, which will be to meet the young person and their family (parents/carers/guardians) in person to explain the school's philosophy and offering, address selection criteria and gain a better understanding of the student's learning, educational aspirations, and other needs in their own words.

### **2.3.3 Further meeting with the ILC Principal and nominated teaching staff**

A students and their parent/guardian/carer may request or be required to attend a further meeting to discuss the student's situation and needs in more detail.

### **2.3.4 Confirmation of enrolment**

The ILC Principal will formally offer a student a place in the ILC in writing and the parent/carer/guardian will have seven days to accept by responding in writing and working with the ILC Principal and nominated teaching staff to complete the enrolment documentation pack.

### **2.3.5 Completion of enrolment documentation pack**

The ILC Principal and nominated teaching staff will assist the family (parents/guardians/carers) to complete the enrolment documentation pack.

The enrolment documentation pack will include:

- A signature of:
  - the young person, if they're an adult or deemed a mature minor.
  - the young person, if they're 15 and living independently.
  - a parent as defined in the family law act 1975 \*note that in the absence of a court order, each parent of a child who is not 18 has equal parenting responsibility.
  - an informal carer, with a statutory declaration.

- Student identification:
  - name, birth date and address, and
  - if the young person is Australian born, a birth certificate or equivalent, or
  - if the young person is non-Australian born, a passport or travel document such as a visa or Immicard.
- Parent/guardian/carer details:
  - name and contact details of parent/guardian/carer, if applicable.
- Emergency telephone numbers:
  - name and contact details of who to contact in an emergency.
- Date of enrolment
- Educational History from previous school(s):
  - any relevant information from previous education and year level.
- Medical history:
  - details of medical or other social, emotional or behavioural conditions for which the child may need special assistance or adjustments to participate safely and fully in the learning program.
- Other:
  - any other information deemed relevant by parent/carer/guardian.

Original hard copies of student enrolment documentation pack and supporting documentation are stored securely onsite and soft copies will also be stored securely.

Special note – some of the above information may be provided by the support team that are working with the young person.

### **2.3.6 Unsuccessful outcome**

In the event that the ILC Principal and nominated teaching staff have decided that the young person is not able to be offered a place at the ILC, the ILC Principal and nominated teaching staff will meet with the student and their family (parent/carer/guardian) to discuss the outcome in detail and endeavour to connect them with another school, where appropriate.

In the event of a dispute about the enrolment process and enrolment decisions, the procedures set out in the ILC Complaints Policy will be followed.

### **2.3.7 Collection of information**

The information collected during the enrolment process is required for the ILC to meet its duty of care obligations and to satisfy government requirements. The collection and use of information will comply with the applicable privacy laws.

## **2.4 Special needs**

As part of the enrolment process, parents/guardians/carers are requested to advise the intake staff of any special needs that student has, including disability or learning difficulties, which may require adjustments to be made by the ILC to meet those special needs, including adapting teaching and learning and providing supports, so that those students have the opportunity to access the VCAL course.

Prior to accepting an enrolment, the ILC may consult with the student and parent/guardians/carers about whether the disability or learning difficulties affects the student's ability to participate in the programs for which the student is enrolling and to use the facilities and services provided by the school on the same basis as other students. The sole reason for the consultation is to enable to the ILC to consider and identify whether any reasonable adjustment is necessary and can be made to assist the student's participation at the ILC.

## **2.5 Communication**

This Policy will be available on the ILC website (page on the Jesuit Social Services website) and hard copies will be available at the ILC office.

## **2.6 Exiting a Student**

The responsibility of whether a student is prospectively in 'breach' of their order will sit with Youth Justice and the finding of being in breach sits with the Court.

In the event that a student returns to custody, the ILC will endeavour to continue to provide learning and wrap-around support services until such time as the student can return to the ILC. In the event that the ILC is unable to provide learning and wrap-around support services to the student and the student is not likely to return within a time period of one term, the ILC Principal will meet with the student and their parent/carer/guardian to determine a suitable outcome for all involved.

A student will be exited from the school where enrolment is terminated because the continued enrolment of the student is untenable due to safety concerns for wider student population or staff. Such a decision will be made in accordance with the process set out in the ILC Behaviour Support Policy.

## **3. Expected Outcomes**

The expected outcomes of this policy include:

- current prospective students and their families (parents/carers/guardians) are fully informed of the enrolment criteria and enrolment processes.
- a consistent and transparent approach to the enrolment of students at the ILC.

END OF DOCUMENT

Policy owner:	ILC Principal	
Policy category:	Enrolment	
Level of approval:	Jesuit Social Services Board	
Review Date:	February 2023	
Purpose:	<p>The Ignatius Learning Centre (ILC) will provide a holistic and restorative education by re-engaging young people who have had highly disrupted education and are at significant risk of incarceration. The ILC aims to restore hope; enabling young people to flourish and build a just society. The ILC will provide educational opportunities to young people in the youth justice system to ensure they enjoy their right to an education. Enrolment into the ILC will occur in line with clear enrolment procedures that comply with applicable State and Commonwealth laws, including laws relating to discrimination, and are consistent with Melbourne Archdiocese Catholic Schools (MACS) Policy, Enrolment for Schools in the Archdiocese of Melbourne Policy.</p>	
Relevant legislation and/or standards:	<p><i>Bail Act 1977 (Vic)</i>  <i>Children, Youth and Families Act 2005 (Vic)</i>  <i>Disability Discrimination Act 1992 (Cth)</i>  <i>Equal Opportunity Act 2010 (Vic)</i>  <i>Health Records Act 2001 (Vic)</i>  <i>Privacy Act 1988 (Cth)</i></p>	
Risk Awareness:	Compliance and OHS	
Related Documents:	<p><i>Internal</i></p> <ul style="list-style-type: none"> <li>• Complaints Policy</li> <li>• Enrolment Form/Agreement</li> </ul> <p><i>External</i></p> <ul style="list-style-type: none"> <li>• MACS Policy 2.4 <a href="#">Enrolment for Schools in the Archdiocese of Melbourne</a></li> <li>• Decision Making by Mature Minors - Department of Education and Training.</li> <li>• Decision Making Responsibilities of Students - Department of Education and Training.</li> </ul>	
Scope:	The ILC Community	
Definitions:	Bail	a bail order made by the Children's Court or other bail decision-maker, as an alternative to remanding the young person in custody
	ILC	Ignatius Learning Centre
	MACS	Melbourne Archdiocese Catholic Schools
	Community-based order	an order of the Children's Court that subjects a young person to statutory supervision under Chapter 5 of the Children, Youth and Families Act 2005 (Vic). It can include bail, a non-custodial sentence or parole.
	Non-custodial sentence	includes probation, a youth supervision order, a youth attendance order or youth control order (in order of severity).

<p>Parole</p> <p>VCAL</p> <p>Youth Justice or parole worker</p>	<p>granted by Youth Parole Board and allows a young person to serve part of a custodial sentence given by the Children's Court in the community under the supervision of a parole officer.</p> <p>Victorian Certificate of Applied Learning</p> <p>a person with statutory authority to give directions to a young person on a supervision community-based order or parole other than the Children's Court, the Young Parole Board or a bail justice</p>
<p>Policy:</p>	<p>The ILC operates in accordance with Victorian and Commonwealth anti-discrimination legislation which aims to promote everyone's right to equal opportunities and to eliminate, as far as possible, discrimination and sexual harassment. The ILC is committed to the principles of access and equity and does not discriminate against any group or individual on the basis of, but not limited to, the following defined characteristics: gender identity; ethnicity; race, colour; nationality; religion; disability, marital status and sexual orientation.</p> <p>The ILC is a Catholic school and as such, welcomes students and their families who seek the intellectual, social, moral and religious education and spiritual formation of the whole person. Teachings and values of the Catholic Church are at the centre of our work.</p>
<p>Responsibilities:</p>	<p>The ILC Principal</p>