



# ALTERNATE PROGRAMS ENROLMENT POLICY

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Authorised by:  
**Principal**

Approved by School Council:  
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## Help for non-English speakers

If you need help to understand the information in this policy, please contact Horsham College.

## Purpose

Enrolment in Alternate Programs at Horsham College occurs where a student has significant personal barriers that are preventing them from a successful engagement with mainstream school teaching and learning programs.

## Scope

An Alternate Programs enrolment is available to all school students from Year 7 up until they turn 21 years of age.

## Alternate Programs and Community Partnerships

Alternate Programs can establish partnerships or use existing local community networks (including key local community, government, and non-government stakeholders) to provide support for Alternate Program students.

Alternate Programs can provide flexible accredited learning options from the community for enrolled students. This could include vocational qualifications such as a driving learner's permit, white card or a first aid certificate. All enrolled students will be appropriately supported and monitored and all student services and learning programs will be provided by high quality, trained providers who meet all DET child protection requirements and VRQA standards. All students will have an Individual Education Plan that ensures student services and learning programs support the individual goals of each student.

## Enrolment Criteria

All enrolments in Alternate Programs and transitions to mainstream must be approved by the Principal and Regional Director as part of the Flexible Learning Option referral process.

The Flexible Learning Option (FLO) referral process involves schools, FLOs, and DET regional staff submitting a young person's referral details via an online form to the local regional office for approval. The DET local area office will review the online referral to ensure that the decision for young person to move to a FLO has been made following:

- a clear assessment of the needs of the young person

- The school or individual making the referral taking all reasonable steps to support the young person within the school environment.

Prior to consideration of a FLO, schools should be able to demonstrate that they have explored a broad range of early intervention and engagement strategies based on an assessment of the young person's needs, in consultation with the young person and relevant professionals. All information can be found on the [Flexible Learning Options intranet page](#).

Students eligible for Alternate Programs enrolment are those who are disengaged from school for a lengthy period and have a number of social, emotional, or personal barriers to a positive engagement in learning and living in the local community.

Students are enrolled into Alternate Programs after all other school options have been considered and parents and Principal Class have been involved discussing and working through different ways to engage.

Students under 21 years of age may be enrolled in Alternate Programs under this policy and access school and/or community-based learning options on, or off the school site, as well as case management and youth support services from agencies in the local community as required.

Young parents may access Alternate Programs and bring their infants with them to school while they study.

Students who enrol in Alternate Programs have the option to re-enter mainstream school where appropriate, with the endorsement of the relevant Assistant Principals from each campus. Funding for PSD students will be used to support each student at the campus where they are attending. When a student changes campuses at Horsham College or exits, a transition plan (to mainstream schooling, further education, training, or employment) will be put in place.

Students enrolled in Alternate Programs are eligible to apply for Government support such as State Schools Relief vouchers, Camps, Sports and Excursion Funding and various scholarships.

## **Learning Programs**

All students enrolled in Alternate Programs are entitled to access accredited learning programs that meet their identified needs, strengths, and interests. Typically this is divided into VCAL for students 15 and above and Vic Curriculum for those enrolled in the McKenzie Creek program.

Learning programs will be negotiated with students and their parents/guardians.

For a number of students enrolled in Alternate Programs, re-engagement is difficult, and it is acknowledged they may need to first complete small steps on the way to participating in formal learning, this could include a part time timetable approved by parents/guardians.

All students enrolled will have elements of literacy and numeracy in their learning plan that build on their current identified skills in literacy and numeracy. Students will be able to access appropriate required literacy and numeracy assessment tools. (E.g. NAPLAN, PAT).

Senior students will also have a vocational focus, in preparation for further education, training or employment through VCAL and VET studies. If Alternate Programs shares responsibility for a senior

secondary course with another provider, it will have a written service agreement with the other provider stating how the requirements of the student learning outcomes standard and duty of care when at the course or travelling to and from are met.

Alternate Programs will regularly report learning achievements and progress to parents/caregivers for enrolled students.

## **Funding**

Students enrolled in Alternate Programs will be funded under the same structure as mainstream students.

## **Enrolment Process for External Students**

All students must enrol through the Horsham College main campus. The enrolment process is as follows for external students:

**Step 1** - Parent or guardian to contact the relevant Assistant Principal from the main campus to arrange an initial interview unless the student is in Out of Home Care. The Principal must receive written notification from DHHS confirming and detailing the Out of Home Care status of the student requesting to enrol. All students entering from external schools must use the Flo referral process.

**Step 2** - Staff will follow the Horsham College Enrolment Checklist.

At any stage where appropriate, the relevant main campus Assistant Principal will discuss with the Principal and Alternate Programs Assistant Principal the possibility of an enrolment in Alternate Programs.

**Step 3** - Initial interview. This initial interview may involve the Assistant Principal from Alternate Programs. This interview may involve a tour and a referral to Alternate Programs. If there is a referral to Alternate Programs, the Alternate Programs Assistant Principal will take the lead from this point. This will involve parent consent to a referral to Alternate Programs coinciding with the DET FLO Referral Process.

## **Enrolment Process for Internal Students**

Students already enrolled at Horsham College may be referred to any of the Alternate Programs following the steps below:

**Step 1** - Relevant Assistant Principal discusses the student with the Principal. The Principal gives approval for the Assistant Principal to start conversations with Alternate Programs Assistant Principal and family.

**Step 2** - Leading Teacher collates the documentation outlined in the Alternate Programs Referral Form.

**Step 3** - Form is signed by all parties involved apart from the Principal.

**Step 4** - Final meeting is held between the relevant main campus Assistant Principal, Alternate Programs Assistant Principal and Principal for sign off. Hard copy of referral form kept in student file, electronic copy placed on SEQTA, and a hard copy given to the Principal.

## Appeal Process

Parents/ carers are able to appeal against the decision not to provide entry unless a decision has already been made by the Regional Director. This can occur in relation to placements at any age level and the following process applies:

### 1. Appeal to the school's Principal

Appeals must be made in writing and lodged with the Principal. The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure the entry decision is consistent with the eligibility criteria set out in this policy and any other factors that may be relevant to the decision.

### 2. Appeal to the Regional Director

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director  
Wimmera South West Area  
26 Darlot Street  
Horsham Victoria 3400

Email: [enquiries@education.vic.gov.au](mailto:enquiries@education.vic.gov.au)

Access contact details [here](#) .

## Supporting Documents

- DET Enrolment Policy
- Alternate Programs Referral Form
- Enrolment Checklist
- Flexible Learning Options referral process

## Communication

This policy will be communicated to our school community in the following ways:

- available publicly on school website
- included in our staff handbook
- discussed at parent information nights
- annual reference in school newsletter
- hard copy available from school administration upon request

## Review Cycle

This policy will be reviewed in accordance with the Policy Review Schedule