The School for Student Leadership

Enrolment Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact The School for Student Leadership on 03 5154 8552 or alpine.school@education.vic.gov.au.

PURPOSE

The purpose of this policy is to specify the acceptance and eligibility criteria for students seeking to participate in The School for Student Leadership's student leadership program.

POLICY

About

The School for Student Leadership delivers specialised residential programs, providing transformational leadership education opportunities, personal development and collaborative team learning projects to Year 9 students attending Victorian Government Schools.

The School for Student Leadership operates over four campuses:

- Alpine School campus, Dinner Plain
- Snowy River campus, Marlo
- Gnurad-Gundidj campus, Glenormiston
- Don Valley campus, Don Valley

Each term, each campus sees a new intake of approximately 45 students drawn from Victorian Government Schools across Victoria. All programs are co-educational. Government schools submit an expression of interest to participate and are allocated a certain number of student places. Each school then selects participating students based on their own selection processes.

The School for Student Leadership strives to provide a nurturing and challenging environment that empowers students to reach their personal best; young leaders who are socially aware and action focused.

The School for Student Leadership is not a designated neighbourhood school, and programs are available for Victorian Government School students state-wide, subject to the acceptance requirements set out in this policy.

Eligibility/acceptance criteria

Students seeking to participate in a program at The School for Student Leadership must be:

- a Year 9 student
- enrolled at a Victorian Government School
- selected/endorsed by the base school principal, in accordance with the criteria set by the base school.

Applications from students who do not meet the eligibility criteria will be considered on a case-by-case basis by the region, in consultation with both the principal of The School for Student Leadership and the principal of the student's base school.

Referral and approval process

Each year The School for Student Leadership invites Victorian Government Schools to express interest in sending students to participate in their student leadership program. Schools that are accepted are advised of the number of places available to them and are responsible for selecting the students that will benefit most from the experience to attend.

It is the responsibility of the base school principal, or their delegate, to determine student participation in The School for Student Leadership's program and for ensuring that the selection process is equitable and transparent.

Further information about the referral and approval process, including allocation of places (also referred to as priority order of placement) is available in the Department's policy on Outdoor Education Schools.

When a student participates in The School for Student Leadership's program, the student will remain enrolled at their base school and must return at the end of the program.

All students participating in The School for Student Leadership's program must have completed the online student enrolment process, which includes (but is not limited to) agreeing to the Acceptance Agreement, provision of medical information, medication authority, and parent/carer and emergency contact details. Failure to complete this information in a timely manner may result in the withdrawal of the placement offer.

A student's base school is required to provide The School for Student Leadership any and all documentation which assists in discharging their duty of care, including but not limited to:

- All medical plans (asthma, anaphylaxis, health care needs, etc.)
- Any documentation which outlines reasonable adjustments for disability
- Behaviour support and safety plans
- Individual Education Plans (IEPs), if one is in place and details about their Student Support Group
- Any other relevant documentation held by the base school.

Failure of the base school to provide this information in a timely manner may result in the withdrawal of the placement offer.

Appeal process

Parents/carers are able to appeal against the decision refuse student participation, unless a decision has already been made by the Regional Director. This can occur in relation to all placements and the following process applies:

1. Appeal to the base school's Principal

Appeals must be made in writing and lodged with the *base* school's 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 set by the base school, 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, North eastern Victoria region
PO Box 403, Benalla, VIC 3672
nevr@education.vic.gov.au

COMMUNICATION

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

- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read alongside and in conjunction with the following Department policies:

- Enrolment
- Exemptions from School Attendance and Enrolment
- Outdoor Education Schools
- Schools' Privacy Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	Term 4, 2024
Approved by	Principal
Next scheduled review date	Before term 1, 2028

This policy is subject to review by the Principal every 3 to 4 years. Proposed updates will be made on a needs basis, with any proposed changes relating to eligibility criteria and priority order of placement (should this be added) requiring approval from the Minister for Education or the regional director, as the minister's delegate.