



# Enrolment Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053.

## CONTEXT

Travancore School is a Department of Education (DE) facility, servicing the educational needs of children and young people who are clients of the Royal Children's Hospital Mental Health (RCH MH) and the Orygen Clinical Program (Orygen). RCH MH and Orygen offer specialist mental health services aimed at children and young people with severe and/or complex mental illness.

The school provides education programs for small groups and educational outreach to individual students and their schools. In line with the mental health services intake criteria, students must reside in the North Western Mental Health area which covers the local government areas of Moreland, Hume, Melbourne, Moonee Valley, Brimbank, Melton, Maribyrnong, Hobsons Bay, and Wyndham). Students attending the Banksia program may also reside in the regional Mental Health areas of Barwon, Grampians and Glenelg.

The student population covers all age groups (F-12). Contact with students can be as little as one consultation through to more extensive group or individual work. Most students continue to be enrolled in other schools or education providers during their time with Travancore School. As such, the school does not formally enrol students as practised in other DE settings.

## PROGRAM SPECIFIC ENROLMENT

### Banksia

All young people (12-18 Years Old) admitted to the Banksia Adolescent Ward at RCH will participate in the Travancore School educational program for the duration of their admission.

Students maintain enrolment at their existing school or education provider.

### Travancore School Education Program

Clients (12-18 Years old) of Orygen Community treatment programs who select to participate in educational services such as outreach through the Psychosocial Program become students of Travancore School.



Enrolment at other schools or education providers may be maintained or initiated during this time.

Young people cease to be Travancore students when they are no longer participating in any educational program or on discharge from the clinical program.

### **Outreach**

Clients (5-11 Years old) of RCH MH Community programs who are referred by their case managers for educational outreach become students of Travancore School while maintaining involvement with their existing school.

Engagement with this program is optional, and requires consent from the young person and their family.

When students are discharged from the clinical program or when the referral goal has been addressed they cease involvement with Travancore School support.

### **In2School**

Clients (5-11 Years old) of RCH MH Community programs with severe school refusal who are referred by their case managers for the In2School intervention become students of Travancore School.

Referrals are based on the clinician's criteria, and engagement with this program is optional, and requires consent from the young person and their family.

Connection to any existing school is maintained with the aim of full reengagement. When students complete the In2School intervention or when they are discharged from the clinical program Travancore School cease to have involvement.

### **Operation Newstart Western**

Students aged 14-17 years, attending DE secondary schools in the Western Metropolitan Area who are at risk of educational disengagement can be referred to the Newstart program. Eight students are selected for the program each term.

Students attend both Newstart activities and their own school throughout the term. Students then return to their own schools or another educational placement.

Prospective families do not apply to Travancore School directly. Those interested in the program should contact their home school who can support with the application process.

Further information about this process is available [here](#).



## **Operation Newstart Western – iLead**

Students in Year 9 attending DE secondary schools in the Western Metropolitan Area are eligible to attend this program which focuses on enhancing the student's leadership skills through a range of outdoor and community activities. The iLead program is run for 5 weeks during Term 3. 8 students are selected per intake, and attend the program 3 days per week.

Prospective families do not apply to Travancore School directly. Those interested in the program should contact their home school who can support with the application process.

Further information about this process is available [here](#).

## **APPEAL PROCESS**

For the Travancore School Education Program, Outreach and In2School programs, participation is optional, and the decision to engage is made in consultation with the student, their family and relevant professionals. As such, an appeals process is not required.

For Operation Newstart Western and Operation Newstart Western – iLead,

Travancore School is not responsible for final decisions on participation. All students who are put forward by their home schools are accepted. If a parent/carer has concerns about the decision not to put forward their student for participation in these programs, they should contact the student's home school.

## **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](#)
- [Flexible Learning Options \(FLOs\)](#)
- [Schools' Privacy Policy](#)

### **Policy REVIEW and Approval**

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2028