



## Enrolment and Attendance Policy

The purpose of a CARE school is to re-engage young people between the ages of 13 – 20 in education and training. The cohort is made up of young people who are likely to:

- have been excluded or are in the process of being excluded from mainstream secondary schools
- have refused to attend a mainstream secondary school due to various reasons
- have a history with the Justice Department and a variety of support agencies or be completely isolated from all support by choice

A Student Agreement in the Information Handbook is signed by all students prior to commencement and ensures that they are aware of consequences and procedures and this is shared with parents/guardians/carers (referred to as carers) to ensure processes are clear from the beginning. The Handbook outlines attendance requirements; behaviour and consequences; dress code and matters regarding personal property.

## Enrolment Procedure

Information about enrolling at Port School can be found:

On the website ([www.portschool.wa.edu.au](http://www.portschool.wa.edu.au))

By calling or emailing the School ([admin@portschool.wa.edu.au](mailto:admin@portschool.wa.edu.au))

The enrolment process is in three parts:

1. An initial interview with the Principal for a brief overview of the School and to ascertain the suitability of Port for the student. If a place is available, the student and carer can complete an enrolment form. The completed and signed enrolment form is to be submitted to the Business Manager with the following documents. Failure to do so may result in the enrolment not proceeding.
  - A copy of the student's birth certificate
  - A copy of the Medicare card
  - A copy of the Healthcare or concession card (if applicable)
  - A copy of the student's immunisation record (the record must be maximum 2 months old and can be downloaded from your MyGov account)
  - A copy of any diagnostics and/or psychological reports
  - A copy of the two most recent semester school reports



2. The student may be required to attend a maximum 2-day induction program, which will take place both on and off the Port School campus. The induction may take place during school holidays and the student must attend for the enrolment to proceed.
3. Following successful completion of the induction program, a second interview will be arranged with the student's allocated mentor. Both the student and their carer must attend both interviews in order for the enrolment to proceed.

Carer conference days are scheduled during the year, and progress reports are provided throughout the semester. Refusal by a carer to engage in school meetings could result in a student not being able to return to school until after this meeting has taken place.

## Fees

### School Fees

School fees will be invoiced and are to be paid on a term basis.

\$550 per term per \$140 per term for concession card holders.

Invoices will be posted to the carers. Should carers have difficulty in paying fees, please contact the Business Manager.

Direct debit of a small amount per fortnight, if applicable via Centrepay, may make payment of bills easier. Please contact our Business Manager for details or assistance. Our bank details are:

Account Name	Port School
Account Number	63 199 4064
BSB	086 217

### Excursions

Students may, on occasion, be offered an excursion where a fee may be required. This is payable prior to the excursion.

#### Please Note

- Legal action may be taken to recover outstanding debts of \$600 or more.
- Term fees are non-refundable, including if a student is absent or leaves during the term.

Any difficulties with fee payment should be discussed as soon as possible with the Principal or Business Manager.



## Attendance

In order to gain benefits from Port School and to make the most of learning opportunities, students need to attend on a daily basis. We optimize our life opportunities when we learn to deal with daily responsibilities and this information is provided in the Information Handbook on enrolment.

### Acceptable reasons for absence

- Sickness
- Danger of being infected by someone else who is sick
- Temporary ill health
- Permanent ill health
- Unavoidable significant cause e.g. death of a close friend; family bereavement; family trauma
- Attending a school organised activity e.g. a camp; excursion or work experience
- Sporting or cultural event.

### Unacceptable reasons for absence

- Truancy – just deciding not to go to school
- Shopping expeditions with or without caregiver
- Haircuts
- Helping at home/caregivers place of work
- Appointments which could be made outside school hours e.g. driving lessons/tests
- Part-time or casual work, including travel to or from work
- Excessive time for avoidable appointments.

Port School is an alternative learning environment where students may be involved with the Department of Child Protection or Corrective Services. These agencies must be notified if a student is absent.

Carers must write a note when the student returns to school explaining why they have been absent. Lengthy, unexplained absences may result in loss of Centrelink allowances (if applicable).

### Absences Reported to Carers

Attendance is recorded in SEQTA and a text message will be sent to the carer if a student has not arrived on campus by latest 10am each day. The student's mentor or administration officer will contact carers via phone when absence is longer than three days.

Important: Carers should notify Port School immediately in the event of the student

- Transferring to another school, training organisation or TAFE
- Commencing part or full time work, including work experience



## Complaints

A Complaints Resolution Flowchart is included in this document. The procedure is followed for any complaint which cannot be resolved by teachers or in consultation with staff.

Complaints will be dealt with in writing, and all parties will be notified within a set time frame. If the complaint proceeds through the flowchart it can go forward to the Board and ultimately to an independent arbiter.

Port School aims to listen to all students, staff and volunteers who have a complaint and will always attempt to find a collaborative solution. However the School realises that at times a formal process is required to ensure everyone feels that they have been treated equitably and found a resolution.

# Complaints Resolution Flowchart

