Information Statement

Topic: Cancellation of Enrolment Policy (Compulsory Participation Phase)

The major focus of students at school should be on their academic program. This is not only the belief of parents, teachers, schools and the local community but also that of our government. We currently have legislation which supports the focus on student learning, emphasising that students need to be in attendance, participating in the learning process and not disrupting the learning of others.

Explanation of Cancellation of Enrolment for Students who are no longer of compulsory school age:

Based on the Education (General Provisions) Act 2006, Part 4 Division 7 – Cancellation of enrolment of students above compulsory school age. (A student is no longer of compulsory school age if there have completed Year 10 or have turned 16 years of age.)

The enrolment of a student who is more than compulsory school age may be cancelled on the ground that the student’s behaviour amounts to a refusal to participate in the educational program provided at the school. Examples of this non-compliance may include:

- High rate of absenteeism
- Failure to attend 85% of your scheduled lessons
- Failure to complete assessment requirements
- Failure to complete required course work
- Failure to meet behaviour expectations

Maintaining ‘good standing’ requires:

- Satisfactory attendance and punctuality
- Satisfactory participation in the subject, including behaviour, assessment and work ethic.
- Loss of ‘good standing’ means cancellation of enrolment at this institution.

Absence and Participation Requirements:

An absence is defined as any non-attendance to a class when the normal timetable is in operation. If a student is absent they must negotiate with their teacher to catch up on work missed. Students must maintain an awareness of their responsibility to their academic program.

The following process must only be used under the condition outlined in the post compulsory legislation, other issues must be dealt with through the normal behaviour management processes.

The Step Process -

Step One:
Teacher addresses the issues in class, with the student, parental contact is expected at this stage. Entry must be made in the Behaviour section of OneSchool.

Step Two:
Teacher addresses the issues with HOD assistance, again parent contact is mandatory.

Step Three:
Referral as a student of concern using the Senior Student of Concern (SSOC) Policy.
At this stage the teacher and Faculty HOD continue to work with the student keeping the parent informed. This must be included in the Contacts and/or behaviour section of One.School

If a student is a SSOC in two or more subjects the Senior Schooling HOD and / or DP Year 11/12 become involved. This can result in the student being placed on a PEWEE (Post-Compulsory Education Work Ethic Evaluation) monitoring sheet, this may be the first stage of the Cancellation of Enrolment Process.

*Parent/Guardian contact is mandatory.*

Students will be monitored for varying lengths of time and the outcomes of the monitoring process will vary. Students who have issues in only one subject area will not progress through the cancellation process, other strategies such as subject changes etc. may be sought.

Students who continue to have issues across the board will progress to the next step. Students who are placed on a PEWEE a second time by admin will automatically go to the next level. Sometimes this process is circumvented by th DP when attendance and lack of engagement is extreme.

**Step Four: (The next level…..)**

The student will, in most cases, be interviewed by the Senior Schooling HOD or the DP relevant administrator about the student’s non-compliance and the consequences of continued non-compliance. A discussion of strategies to address non-compliance should result in agreed arrangements for the student. This can include, but is not limited to, completing outstanding work within a particular period or agreeing to counselling, etc. Letter One of Cancellation of Enrolment will be sent home. This is an ‘Advice of Non-Compliance’ and is optional. This advises parents of continued non-compliance and requests a meeting with student and parents.

If behaviour improves by the set time other monitoring processes will be employed. If the behaviours do not improve or there is a failure to comply with the actions agreed at the meeting, the student will move to the next step.

**Step Five: ‘Cancellation of Enrolment’**

The school has the right to go straight to this stage without an ‘Advice of Non-Compliance Letter’ being sent home. Therefore a ‘Cancellation Letter’ can be sent home after the school has over time taken every reasonable step for a student to comply with expectations for attendance, engagement and behaviour.

If a Letter of Advice of Non-Compliance has been sent.

Failure to respond, an inadequate response or continued non-compliance may lead to the completion of ‘Cancellation of Enrolment’ paper work for either permanent cancellation. (Throughout the process alternative programs or arrangements will be investigated in an attempt to provide suitable access to other educational pathways, these alternatives might include part time schooling, courses off campus, work experience etc.)

A student who has their enrolment at Redcliffe High cancelled must enrol with another educational provider until they have:

- completed two years of study after Year 10, or
- gained a Queensland Certificate of Education, or
- gained a Certificate III vocational qualification, or turned 17.
Cancellation of Enrolment Policy Process

- Student refuses to participate in the program of instruction

- Classroom teacher applies consequences and contacts parents (Level 2/3)

- HOD/HOSES assistance/involvement with student
- Parental contact (Level 3/4)

- Referral of Student to Senior Schooling HOD via Senior Student of Concern referral sheet (Level 4)

- Student interviewed by Senior Schooling HOD
- Placed on PEWEE (Parent/s contacted) (optional)
- Senior Schooling HOD seeks input from all subject teachers/HODS/HOSES/GO

- Failure to respond/inadequate response to improvement strategies
  – will result in ‘Cancellation of Enrolment’.
  OR
- Immediate Cancellation without ‘Advice of Non-Compliance

Refer
Education Policy and Procedure Register
SMS-PR-021 Safe, supportive and disciplined school environment.