



# DEVON NORTH CAMPUS ENTRY POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact 03 5182 5214.

## PURPOSE

The purpose of this policy is to specify the eligibility criteria for students seeking to participate in Yarram Secondary College flexible learning option, offered at the Devon North Campus.

## POLICY

### ABOUT DEVON NORTH CAMPUS

DNC is a specialised Campus of the Yarram Secondary College that aims to provide a flexible learning option to support students who are at high risk of disengaging or are already disengaged from education. The Campus programs offer highly individualised learning that has a strong focus on the development of skills that prepare young people to become active and engaged members of our communities.

Participation in our flexible learning option is a short-term intervention for students whose needs cannot be met in a mainstream setting, with a focus on supporting the student to return to either a mainstream setting and/or further training or employment.

We welcome eligible students from the time they are in year 7 up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).

### ELIGIBILITY CRITERIA

Devon North Campus eligibility criteria is outlined in the Department of Education and Training's [Flexible Learning Options \(FLOs\)](#) policy.

When our flexible learning option has insufficient places to meet demand, the principal or delegate of the Devon North Campus will consider referrals based on:

- an assessment of educational needs and risk
- whether there are any other suitable educational options available to the student

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 Yarram Secondary College and the principal of the school the student is enrolled.



## REFERRAL AND APPROVAL PROCESS

The referral and approval process for entry to our flexible learning program is outlined in the [Student referrals to Flexible Learning Options guidance](#) in the Department's Flexible Learning Options (FLOs) Policy.

All referrals must be made through the online referral approval system for local area approver or regional director approval.

When a student is referred to and participates in a Devon North Campus Program the student will remain enrolled at their home school with the intention of returning at the end of the program, better equipped to manage within the school environment.

## LOCAL REFERRAL PROCESS

### Referral steps

1. Local DNC referral form completed and submitted with supporting documentation
2. Referral interview with parent/guardian, student, and DNC staff
3. Assessment made by Devon North Campus team regarding the student's eligibility for placement in a FLO program. Eligibility criteria is outlined in the Department of Education's [Flexible Learning Options Policy](#)
4. On acceptance of local referral, [FLO Online referral](#) completed for approval by local area reviewer, or Regional Director if student meets criteria prescribed in [FLO Policy](#)
5. Placement outcome notification received
6. If approved, transition plan agreed between referring school, student, and DNC Leader.

### Transition

- If FLO online referral is approved, a transition plan that is considered appropriate is agreed between the referring school, student, parent/guardian, and DNC Leader.



## 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, South-Eastern Victoria Region  
PO Box 5, Dandenong, VIC 3175  
sevr@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](#)
- [Flexible Learning Options \(FLOs\)](#)
- [Schools' Privacy Policy](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Approved by	Principal
Next scheduled review date	September 2027

This policy is subject to review by the principal every 3 to 4 years. Proposed updates will be made on an as needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister's delegate. Contact [school.enrolment.policy@education.vic.gov.au](mailto:school.enrolment.policy@education.vic.gov.au) for support with these changes.