

Transition from School Policy

RATIONALE:

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 - 17 years unless an exemption has been granted. Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

PURPOSE:

To better, manage the future pathways and options for all our students at Wallan Secondary College. Furthermore, to reduce school drop-out rates in our local youth

IMPLEMENTATIONS:

Any student, who expresses interest in leaving Wallan Secondary College, will require their parent or legal guardian to make this request in writing to the Assistant Principal of Middle or Junior School. The adult making this request on behalf of the student must be listed on the enrolment papers.

Wallan Secondary College will work to meet the educational needs of all of our students. Where a student is required to leave the college due to family circumstances; change in relationships, change in parent's employment or change in residence, the college will support the students to minimise the interruption to their learning. All students will be required have a transition interview.

A transition interview will be scheduled for the student. (Refer to transition process) Appendix A

- The purpose of a transition meeting is to ensure our students are moving on to a viable education or training pathway.
- It will be expected the parents/care givers provide detail of the training or education institute the student will be enrolling. Supporting documents maybe requested, ie letter of offer.
- Transition meeting will be attending by a combination of, if not all of the following.
 - Yr level leader
 - Leading Teacher of Middle or Senior School
 - Careers and Pathway Manager
 - Assistant Principal Middle or Senior School
 - Principal

If a student is disengaged or is not connecting with the community at Wallan Secondary College a number of supports will be put in place. Disengagement should be identified in Student Support Groups Meeting, often as a result of disengaged behaviour. Supports include:

- Case management from Year Level Leader to narrow educational focus to meet educational pathway
- Meeting with Careers and Pathways Manager to review Carer Action Plan
- Referral to Wellbeing team and further support services: On Psych, Nexus Health and Youth Bridge Services
- Enrolment in Vocational Education Training (VET) to tailor education to student's pathway
- Distance education for senior school students - to be approved by senior school Assistant Principal
- Consider a flexible learning option

Transition meetings are not applicable to

- Enrol in a single distance education subject
- Flexible learning options, VET, VCAL and Special programs,.
- Expulsions

Exemptions

In some circumstances, a student will require an exemption to pursue their pathway. All exception will first require approval from the Principal, and in some circumstances approval from the Regional Director.

Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged from 6 until they turn 17. Student of compulsory age are not permitted to leave school if an exemption is not in place, Exemptions are only available in certain circumstances.
Ministerial Order 705 allows exemptions in certain circumstances where a child will be engaged in at least 25 hours of approved education, training or employment.
Ministerial Order 715 allows exemptions in certain circumstances where leaving school is in the child's best interest.

Exemptions may be granted under the following circumstances

Approved Education, other than a secondary school setting

- a) a course that leads to a qualification referred to in the Australian Qualifications Framework;
- b) any other accredited course pertaining to Year 11 or 12;
- c) a course that can be used as credit towards a Senior Secondary Certificate of Education or is a vocational education and training pathway to a Diploma referred to in the AQF; or
- d) the completion of education or training approved by the Secretary of the Department of Education and Training.

Full-time Work; for a student to be consider for exemption under full time work

- a) an average of at least 25 hours per week, subject to the following –
 - (i) when computing the 25 hours, the time spent by the student in travelling to and from an education institution or employer is to be excluded; and
 - (ii) normal term and public holidays of an education institution and recreation leave and other leave entitlements if the student is in employment are excluded when calculating the average number of hours spent in education, training and employment per week.

Tracking student pathways

Year 9-12 student who transition from Wallan Secondary College will be contacted by the school on a quarterly basis until they turn 17 year of age. Where a student transitions from Wallan Secondary College at the age of 17 or older, they will be contacted by the school at 3 months and 6 months post exit. This is in accordance with the DET guidelines.

<http://www.education.vic.gov.au/Documents/school/teachers/support/mipsgoodframework.pdf>

Related Policy

WSC Attendance Policy

WSC Student Engagement Policy

DET Exemption from School policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx#link53>

DET Enrolment Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

DET Admission Policy

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>
[TFSE](#).

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student

This policy was ratified by the Wallan Secondary College Council on 18/02/2020

Process for Transition Interviews

Meeting	Attendees	Interview
Transition to new secondary school Years 7-11	Student Legal Guardian WSC LT - Middle or Senior School Yr Level leader	Information to be collected ✓ details of new School ✓ new contact details ✓ Reason for Leaving ✓ Exit Form ✓ Staff contact at new School Yr Level leader - Collate a summary of student participation at Wallan Secondary College ✓ Attendance ✓ Report ✓ Brief Summary of student's extra-curricular activities Opportunity to; Collect final accounts from the school Clear locker Close IT accounts
Transition to alternative training, education facility or employment Year Yr 11 < (17 Yrs <)	Student Legal Guardian WSC LT Middle/Senior School Careers and Pathway Manager	Information to be collected ✓ Confirmation of destination and letter of offer ✓ Details of Qualification under taken ✓ Students new contact details ✓ Reason for Leaving WSC ✓ Exit Form ✓ Contact at new School ✓ Complete General Exemption form. ✓ Complete Careers Action plan/ MIPs plan Yr Level leader - Collate a summary of student participation at Wallan Secondary College ✓ Attendance ✓ Report ✓ Brief Summary of students activities Opportunity to; Collect final accounts from the school Clear locker Close IT accounts <i>To be approved by Principal</i> http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx#link56

School Exemption Year 9-10 (>17 Yrs old)	<p>Student Legal Guardian</p> <p>LT - Middle School AP - Senior/Middle School</p> <p><i>In consultation with Careers and Pathway Manager</i></p>	<p>Discuss</p> <ul style="list-style-type: none"> ✓ Effect of exemption on future training and development option ✓ Identify alternatives <p>Information to be collected</p> <ul style="list-style-type: none"> ✓ Confirmation of destination and letter of offer ✓ Details of Qualification under taken ✓ Students new contact details ✓ Reason for Leaving WSC ✓ Exit Form ✓ Contact at new School ✓ Complete DET General Exemption form. ✓ Complete Careers Action plan/ MIPs plan <p>Yr Level leader - Collate a summary of student participation at Wallan Secondary College</p> <ul style="list-style-type: none"> ✓ Attendance ✓ Report ✓ Brief Summary of students activities <p>Opportunity to; Collect final accounts from the school Clear locker Close IT accounts</p> <p><i>To be approved by Principal & Regional Director</i> http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx#link56</p>
School Exemption Yr 7-11	<p>Student Legal Guardian</p> <p>WSC Principal AP Middle or Senior School SSSO - DET</p>	<p>Student exiting to an unspecified destination Reason for leaving Why it is in the student's best interest to transition/exit Alternative arrangement that have been explored.</p> <p>Complete Careers Action plan/ MIPs plan</p> <p>WSC Exit form. Collect final account from the school Opportunity to Clear locker</p> <p><i>To be approved by Principal & Regional Director</i> http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx#link56</p>

Adapted to suit WSC from the DET Exemption Policy:

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx#link56>

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Appendix B: Wallan Secondary College Exit Form