



POLICY

Student enrolment

Youth Futures Community School Hubs -
Community Schools, Anchor Point and
Comet Connect

Policy title & category	Student enrolment - policy
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Acknowledgement of Country

Youth Futures students, staff and parents/carers acknowledge and respect the Traditional Custodians of the lands and waters on which we live and are educated in Western Australia.

Enrolment

1. Purpose

The purpose of this policy is to outline how the Youth Futures Community School (YFCS) Hubs enroll students using a trauma-informed and student-centred approach that utilises a holistic and collaborative assessment process. The policy also outlines how the enrolment process is delivered consistently, fairly and transparently with an emphasis on the timely sharing of accurate information.

2. Scope

This policy applies to all students wishing to be enrolled at any YFCS Hub service - Community Schools, Anchor Point and Comet Connect.

3. Principles

- 3.1 [Trauma aware and responsive education](#), [Child Safe Organisations](#), and the [UN Convention on the Rights of the Child](#) underpin all services and supports provided to students enrolled with YFCS Hubs.
- 3.2 *Student-centred processes:*
All enrolment processes are delivered with the student at the centre of all decision-making discussions and assessments.
- 3.3 *Voluntary enrolment:*
All students must clearly demonstrate that they wish to be considered for enrolment at a YFCS Hub service and are not being coerced to do so by a third party.
- 3.4 *Consistent processes:*
All students will be delivered a consistent enrolment process irrespective of the referral source and/or the hub service they wish to access.
- 3.5 *Holistic and quality assessment:*
The enrolment assessment process will consider the holistic needs of the student, as well as the capacity of the YFCS hub service to effectively meet the student's needs. This assessment will be informed by both documentary evidence and input from multi-disciplinary team members including education professionals.
- 3.6 *Fairness and transparency in decision making:*
All enrolment processes will be fair and transparent with information updates shared with students, parents/carers and referring agencies in an honest and timely manner.

4. Policy statement

Youth Futures Community School (YFCS) Hubs are committed to trauma-aware and responsive education practices, aligned with the principles of Child Safe Organisations and the United Nations Convention on the Rights of the Child. All enrolment procedures prioritise the rights, voice, and wellbeing of the student, ensuring that every young person is placed at the centre of all decision-making processes.

Enrolment into a YFCS Hub is strictly voluntary. Students must demonstrate a genuine desire to engage in education through the Hub model, and enrolments will only proceed where this willingness is clearly expressed without external coercion. The enrolment process is applied consistently across all Hubs and irrespective of the referral source, ensuring equity and predictability for all applicants.

Throughout the enrolment process, students, parents/carers and referring agencies are kept informed through regular and timely communication. These updates ensure transparency, and support engagement at all stages of the process. Each application is assessed holistically, considering the educational, social, emotional and behavioural needs of the student alongside the Hub's capacity to provide an appropriate and effective educational service. This assessment draws on documentation, professional insights, and where necessary, additional consultations.

All decisions regarding enrolment are made fairly and transparently. Processes are clearly communicated to all stakeholders and are carried out with honesty, timeliness and respect for the dignity of every student seeking to join the YFCS community.

5. Related documents and resources

- YFCS Hubs referral form – Education Programs

6. Key components of enrolment process

The enrolment process will contain the following steps (with further details contained within the procedures document):

- Student self-referral and/or parent/carer or agency referral via phone or e-mail and enrolment pack provided.
- Site visit to potential hub service.
- Youth Workers to co-ordinate meeting with the student and/or parents/carers to determine student eligibility and need.
- Youth Workers will raise any potential concerns with relevant stakeholders - trainers, teachers, Head of School, Principal etc. and will notify education staff, including the Head of School, of anything that may impact the student's behaviour, learning capacity and academic achievement.

- Documentation on the student is gathered including a birth certificate, citizenship or Visa status, residential address, immunisation status, copy of Medicare Card and previous school reports. Where possible and appropriate, information is also gathered on gender identity, if the student identifies as an Aboriginal and Torres Strait Islander person, what language is spoken at home and how they identify culturally. Where possible and appropriate, information is also gathered on the parent/carers including their highest level of school education, highest level of post-school education and their current occupation.
- Academic testing is undertaken and enrolment is progressed with Futures Education and Training (FEAT) for Vocational and Education Training (VET) programs as identified for students in Years 10 to 12.
- If accepted, the student is placed on a waitlist until a place is available.
- A minimum four-week probationary period is applied to determine student commitment and an appropriate service fit which may be extended if required.
- Enrolment is approved by Head of School and/or Principal at completion of the probationary period. For students placed with an Anchor Point or Comet Connect service, a student record will be created and an application submitted to the Department of Education seeking approval for a curriculum alternative.

7. Legislative requirements

7.1 *Relevant legislation*

YFCS Hub's enrolment and attendance policies comply with the:

- [**School Education Act 1999 – Part 2 – Enrolment and attendance,**](#)
- [**School Education Regulations 2000 – Part 2 – Enrolment and attendance,**](#)
- [**Racial Discrimination Act 1975, Sex Discrimination Act 1984, Disability Discrimination Act 1992, Disability Standards for Education 2005 and the Equal Opportunity Act 1984,**](#)
- [**Education Services for Overseas Students Act 2000,**](#) and the [**National Code of practice for Providers of Education and Training for Overseas Students 2018,**](#) where applicable.

7.2 *Eligibility*

YFCS Hubs will not enroll any students before the seventh year of their compulsory education period. The total number of students enrolled will not exceed the number that YFCS Hubs can safely and effectively cater for and accommodate within the financial and other resources of the school.

7.3 *Enrolment register*

YFCS Hubs will ensure that an enrolment register is kept for each student including their name, date of birth, date of enrolment, date on which enrolment ceases, immunisation status, and Medicare number. The enrolment register may be kept in electronic form and will also be capable of being reproduced in printed form.

7.4 *Immunisation*

An immunisation history statement obtained from the Australian Immunisation Register must be provided to YFCS Hubs by each new student's parent/carer. The statement must be no older than two months before being sighted by the school. YFCS Hub staff will require the student's consent to release the statement if the student is over 14.

The enrolment register must record that the new student's immunisation status is either 'up to date' or 'not up to date'. If a statement is not provided, the immunisation status must be recorded as 'not up to date'.

It is the Principal's responsibility to decide whether a student is exempt and meets one of the following categories:

- Is an Aboriginal or Torres Strait Islander,
- Is in the care of the CEO of the Department of Communities,
- Is living in crisis or emergency accommodation because of family violence or a risk of family violence or homelessness,
- Has been evacuated from their ordinary place of residence because it is in an area of the State to which a declaration made under section 56 of the Emergency Management Act 2005,
- Is in the care of an adult, other than the child's parent or carer because of exceptional circumstances,
- Is in the care of a responsible person who holds a valid health care card, pensioner concession card, Veterans' Affairs white card or Veterans' Affairs gold card,
- First entered Australia not more than 6 months before the time of enrolment and holds, or parent/carer holds, one of the following visa subclasses: 200, 201, 202, 203, 204, 785, 790, or 866].

7.5 *Student records*

On enrolment, a student record must be opened for the student under the School Curriculum and Standards Authority Act 1997 and the School Curriculum and Standards Authority (SCSA) must be informed.

The Principal's authority to remove a student's name from the school's enrolment register is limited to the following circumstances:

- The Principal believes, on reasonable grounds, that the student is enrolled in another school or is no longer a resident in WA,
- The student is exempt under section 11 of the Act or is being home-schooled, or
- The Director General, as the Minister's delegate, authorises the removal on the grounds that inquiries to establish the child's whereabouts have not been successful.

When enrolling a student transferring from another school in Western Australia, the Principal is required to notify the Principal of the student's previous school.

Each student's enrolment record must be retained by the school for seven years from the day on which the student's enrolment ceases. At the end of that time, or if the school closes earlier, the records are to be transferred to the Director General for permanent retention.

8. Review process

YFCS Hubs are committed to continuous improvement and will undertake annual reviews of policies and procedures informed by the following approach:

- Establish a review framework,
- Assemble a review team,
- Gather 360-degree feedback from multiple sources i.e. students, parents/carers, teaching and key stakeholders from within and outside of YFCS Hubs,
- Analyse incident and practice data for systemic trends,
- Draft revisions to the existing policy and procedures and share widely for input,
- Obtain endorsement from the CEO and Principal,
- Communicate changes to all staff (and provide additional training where relevant) and
- Implement and monitor the updated policy and procedure.

9. Version control

9.1 Current

This version	Enrolment
Category	Youth Futures Community School
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9.2 History

Previous versions	Effective dates
Enrolment policy V2.0	2023
Enrolment policy V1.0	Unknown