

**POLICY NUMBER: SSCPOL026:3****POLICY TITLE: Termination of Enrolment Policy**

Supersedes: SSCPOL026:2

Release Date: January 2020

Review Date: January 2021

**1.0 PURPOSE AND SCOPE**

Skillset Senior College Limited (SSC) endeavours to provide an inclusive learning environment to meet the needs of young people who have become disconnected from mainstream schools. Supportive, professional staff encourage students to maintain their enrolment and to complete their secondary education.

The policy applies to all SSC staff: Managers, Teaching and Administration Staff and SSC students.

**2.0 DEFINITIONS**

NESA-The NSW Education Standards Authority (NESA) replaced the Board of Studies, Teaching and Educational Standards NSW (BOSTES) on 1 January 2017

**3.0 REFERENCES**

[Education Act 1990 No 8 \(NSW\)](#)

**4.0 POLICY**

4.1 A student's enrolment may be terminated by the College in the following circumstances:

- a. The student exhibits violent, threatening, aggressive or abusive behaviour or damages school property or acts in a manner that is offensive or could reasonably be expected to damage school property or be harmful to staff or students.
- b. A student consistently behaves in a way that obstructs the learning or jeopardises the well-being of other students. This may include bullying, misbehaviour in class, refusing to follow reasonable instructions from College staff, refusal to conform to school expectations,
- c. A student persistently acts in a manner that is contrary to the Student Code of Conduct.
- d. A student has a high rate of absenteeism and does not provide documentation or supporting evidence from a parent/ carer/ guardian/ health professional/ Juvenile Justice or Youth Worker etc. to justify the absences.
- e. The Head of College, in consultation with College staff determines that it is no longer in the interests of the student or the school community for the enrolment to be continued. This may occur in situations where the College is unable to meet the learning, social or health care needs of the student or other circumstances.

4.2 The procedure for termination of enrolment will vary depending on the circumstances.

4.3 In the event of summary termination of enrolment, the College will contact the student's parent or guardian (if applicable) or the student and notify them by telephone or in person that the student should not return to the college. This notification will be confirmed in writing.

4.4 Where a student has discontinued attendance, the College will send a letter expressing a preliminary intention to terminate enrolment within 14 days unless due cause can be shown as to why the enrolment should be maintained.

4.5 Should the College receive no response, or an inadequate response, then the termination of enrolment will be confirmed by a second letter.

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020

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4.6 Where a student has indicated that they are receiving income from Centrelink the College will notify Centrelink of the termination.

4.7 Where a student is under 17 years, the College will either oversee transfer to an alternative education provider or contact the State Department of Education to notify them of the student's termination of enrolment.

The College will notify NESA of the termination of enrolment as required.

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020