## ENHANCED ENROLMENT FLOWCHART

## Parent/Carer Contacts School SASS enrol query into prospective enrollment book. **Deputy Principal** Contacts prior school. **SASS Iniates Enrollment** Sends DET request for Background Procedure Information. SASS staff issues: DP identifies and requests copies of \* Application to enroll package any existing: SASS informs parents of required \* Student wellbeing data information for future interview: \* Healthcare Plans \* Last academic report \* Behaviour Managament Plans \* NAPLAN results \* Risk Management Plans \* Birth Certificate for student/s \* OOHC \* Proof of Address \* Disability / Learning Needs \* Health Care Plans SASS begin Enrolment Form PDF and completes Phase 1. SASS forwards Enrolment Form to **Deputy - Parent/Carer Contact** relevant DP Deputy to contact parents to arrange interview date and time. Deputy requests that parents bring along enrollment package forms and required supporting documentation. **DP Requests Support** Interview \* LAST assessment DP completes Enrollment Form \* Access request DP assesses need for further support. DP copies relevant documentation \* Counsellor provided. \* Diagnonsis \* LST DP emails YA about enrollment. \* Welfare team **Enrollment Approved** DP set start date, informs YA & SASS Pre-enrollment plans and **DP Collates Support Material** documentation is prepared DP organises a LST Meeting which YA selects buddies and welcomes includes parents/carers, student and student to MHS support staff. YA oversees enrollment form Enrollment decision is made. completion YA ensures student has and understands timetable **Enrollment Declined** DP contacts parents/care and informs them of the enrollment decision. **STARTS** at MHS