# REFERRAL & ENROLMENT POLICY

**Help for non-English speakers**
If you need help to understand the information in this policy, please contact the school office on 9478 8895.

## PURPOSE

The purpose of this policy is to specify eligibility criteria for students seeking referral to Yarra Me School.

## BACKGROUND

Yarra Me School is a Victorian government designated purpose school, which supports students at risk of disengagement from education. Our evidence-informed programs support student wellbeing, learning, and positive relationships. We do this by strengthening the team around the learner to understand their strengths and needs, and then build capabilities required to successfully participate in learning at school.
Students remain enrolled at their referring school during their involvement with Yarra Me.

## SCHOOL PROGRAMS

- **Preston Program:** A classroom-based program for two terms, at our Preston campus. Students attend two or three days a week at Yarra Me School and the remaining days at their school. The program provides wraparound support informed by allied health professionals and educators. Yarra Me staff work in partnership with the referring school and parents/carers to tailor support for inclusive practice, and positive school and family engagement. The junior program caters for students in years two and three, and the senior program caters for students in years four and five.

- **Positive Partnerships Service (PPS):** Outreach teachers work with a school for one day per week over a term, supporting two nominated students. A team-based approach is used to identify students' strengths, needs and preferences to develop goal-based strategies. Outreach teachers guide the development and implementation of personalised strategies that promote positive student outcomes and build the capacity of key school staff to support students. The service caters for students in Foundation to Year 6. Students are not enrolled at Yarra Me School.

- **Hurstbridge Farm:** Education at the Hurstbridge Farm is provided within the Department of Families, Fairness and Housing's (DFFH) therapeutic residential care setting. The students are aged between 10 and 17 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to School age requirements and exemptions). Referrals to this program are only made by DFFH.

## ELIGIBILITY CRITERIA

Criteria for the Preston Program and Positive Partnerships Service includes:

- the student is considered at risk of disengagement which may include social, emotional or behavioural difficulties, low literacy and/or numeracy outcomes.
- the student is enrolled at a Victorian government school in the North Eastern Melbourne or Hume Merri-bek areas, as defined by the Secretary of the Department of Education.
- The family/carer have been consulted and are supportive of the referral
- The student has completed a cognitive assessment (Preston Program only)

Referrals for 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 Yarra Me School Principal and the referring school Principal.

## REFERRAL PROCESS

Students can be referred by the student's mainstream enrolled school, through the Yarra Me School website. An enrolment committee considers the referral and prepares a recommendation. Allocation and commencement are subject to suitability and availability in the program. The Preston Program commences at the beginning of semester 1 and semester 2. The Positive Partnership Service begins at the beginning of each term.

## PLACEMENT FEE

A fee per student is charged to the referring school. Yarra Me School does not charge parents or carers any fees.

## PARTNERING AGREEMENT

A service agreement must be completed by the referring school prior to the commencement of the program. This will be provided to the school by Yarra Me.

## APPEAL PROCESS

Referring schools can contact the Yarra Me School Principal to discuss concerns regarding placement decisions.

## 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
- Schools' Privacy Policy
- Flexible Learning Options (FLOs)

## POLICY REVIEW AND APPROVAL

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| Policy Reviewed | October 2026 |
| Approved by | Principal |
| Next Review Date | October 2030 |

This policy is reviewed by the school Principal every 3 to 4 years. Proposed updates will be made on a needs basis, with any proposed changes relating to entry criteria and priority order of placement requiring approval from the Minister for Education or the Regional Director, as the Minister's delegate.