



THE GATEWAY SCHOOL ENTRY POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact The Gateway School, via Roxburgh College 03 9930 8100.

PURPOSE

The purpose of this policy is to specify the eligibility criteria for students seeking to participate in Roxburgh College's flexible learning option, offered at The Gateway School.

POLICY

ABOUT The Gateway School

The Gateway School is a Flexible Learning Opportunity (FLO) campus of Roxburgh College, which interfaces with The Department of Justice and various community agencies, as well as the main campus of Roxburgh College.

The Gateway School was founded in 2015 to meet the needs of children who have disengaged from schooling, due to the critical circumstances they face such as; financial, physical, psychological or behavioural. It delivers best practice education for our most disengaged and marginalized young people within the City of Hume.

The Gateway School provides a flexible learning option to support students who are at high risk of disengaging, or are already disengaged, from education. The flexible learning option offers highly individualised learning and has a strong focus on providing holistic support for a student's engagement and wellbeing.

Participation in our flexible learning option allows students to enrol and participate in the Victorian Pathways Certificate. It enables students whose needs cannot be met in a mainstream setting, with a focus on supporting the student to return to either a mainstream setting and/or further training or employment.

We welcome eligible students from the time they are 15 years of age, up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).



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ELIGIBILITY CRITERIA

The Gateway School eligibility criteria is outlined in the Department of Education and Training's [Flexible Learning Options \(FLOs\)](#) policy. The Gateway School is available to students within the City of Hume, who have disengaged from mainstream school for at least 6 months or longer. It is not an automatic option for students who misbehave and face expulsion at a mainstream school. **Note** additional eligibility criteria must be approved by the regional director, as the delegate of the Minister for Education

When our flexible learning option has insufficient places to meet demand, the principal or delegate of Roxburgh College will consider referrals based on [Note – the below priority considerations must be approved by the regional director]:

- an assessment of educational needs and risk
- whether there or any other suitable educational options available to the student

Applications from 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 principal of Roxburgh College and the principal of the school the student is enrolled.

REFERRAL AND APPROVAL PROCESS

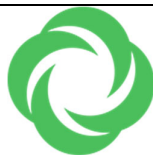
The referral and approval process for entry to our flexible learning program is outlined in the [Student referrals to Flexible Learning Options guidance](#) in the Department's Flexible Learning Options (FLOs) Policy.

All referrals must be made through the online referral approval system for local area approver or regional director approval.

When a student is referred to, and participates in, The Gateway School at Roxburgh College the student will transfer their enrolment to Roxburgh College.

APPEAL PROCESS

Parents/carers are able to appeal against the decision not to provide entry, unless a decision has already been made by the Regional Director. More information about the appeals process can be found in the Department's policy on [Flexible Learning Options \(FLOs\): Student referrals and placement in Flexible Learning Options](#).



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

POLICY REVIEW AND APPROVAL

Policy last reviewed	01/12/25
Approved by	Principal
Next scheduled review date	01/12/25

This policy is subject to review by the principal every 3 to 4 years. Proposed updates will be made on an as needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister's delegate. Contact school.enrolment.policy@education.vic.gov.au for support with these changes.