

Enrolment Referral Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the School Office on 03 8552 0583 or 03 98713275

Background

Avenues Education is a South East Victoria Region (SEVR) designated purpose government school that works in partnership with Infant Child Youth Mental Health Services (Alfred Health & Eastern Health ICYMHS). ICYMHS refer students to Avenues Education to provide targeted educational programs for students experiencing social, emotional, and/or mental health difficulties in accessing education. Students participating in Avenues Education retain enrolment in their school of origin. Depending on the program and individual health needs, students undertake lessons with Avenues Education either at their school of origin or at Avenues Education locations. Avenues Education also provides tiered support directly to SEVR schools, including mental health prevention and promotion activities, school capability building sessions, professional learning, consultation and liaison. We provide schools with information and learning to assist them in recognising and responding to the mental health needs of students and reduce the barriers to engagement in learning.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community. Avenues Education supports all school aged students.

Purpose

The purpose of this policy is to specify the enrolment criteria for referral of students to education programs provided by Avenues Education. It is intended to provide clarity for the local community of the referral criteria and ensure a smooth and supported access for referred students.

Scope

Referral of students to Avenues Education is directly through Alfred Health & Eastern Health ICYMHS. We provide targeted educational programs for students experiencing social, emotional, and/or mental health difficulties in accessing education.

Enrolment Referral criteria

The following enrolment referral criteria have been specified and approved by the Regional Director, South Eastern Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Individual students referred to Avenues Education by Alfred Health & Eastern Health ICYMHS will:

- Be under the care of Alfred Health & Eastern Health ICYMHS
- Have experienced interrupted learning due to social, emotional, and/or mental health difficulties
- Be enrolled in an educational setting
- Have signed consent to referral by the parent/carers (and student where appropriate)

Students cease to be part of Avenues Education programs when educational reasons for referral have been addressed.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the principal, in consideration of the student's education and support needs. The Regional Director, South Eastern Victoria Region (or delegate) must approve enrolments for students who do not

meet the eligibility criteria.

Appeals 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. This can occur in relation to placements at any age level and the following process applies:

1. Appeal to the school's Principal

Appeals must be made in writing and lodged with the Principal.

The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure the entry decision is consistent with the eligibility criteria set out in this policy and any other factors that may be relevant to the decision.

2. Appeal to the Regional Director

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

- **Email:** enquiries@education.vic.gov.au
- **Mail:** Regional Director, South Eastern Victoria Region, PO Box 5, Dandenong, VIC 3175

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](#)

Communication

The Avenues Education Referral Policy will be made available to the school community on the school's website.

Policy Review and Approval

Policy last reviewed: 23/10/2025

Approved by: Principal

Next scheduled review date: Before October 2029