



ENROLMENT PROCEDURES

respect responsibility resilience



Bowden Brompton
Community School

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NEXT REVIEW DATE: September 2027

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BBCS ENROLMENT PROCEDURES

Enrolment at Bowden Brompton Community School (BBCS) is the culmination of an agreement between parents/guardians, the student, Student Support Services Behaviour Support Educators (BSE's), the student's current enrolled school and BBCS; where placement at BBCS is considered to be in the best interests of both the student and BBCS.

Bowden Brompton Community School is a specialised Department for Education (DfE) setting and our Enrolment Process is authorised by the Educational Director of Flinders Park Portfolio 4 and ratified by the BBCS Governing Council.

- All students under 16 years can only be enrolled through an interagency referral (BSE).
- Students over 16 years may self-refer (refer to Guidelines for enrolment of students over 16).
- Priority will be given to placement of students under 16 years.
- Students **are not accepted while on exclusion**. Transition following an exclusion period at a Behaviour Service may be negotiated with BBCS if circumstances permit.
- Each campus has a ceiling enrolment and therefore spaces may be limited.
- All approved potential students are required to undertake a trial period (typically 4 weeks).
- Torrens Road, Beach and Gateways Campuses only enrol Secondary students (Years 7 to 12).
- Little Para Campus may consider enrolment for students aged from 11.5 years old. However, the BBCS Principal's approval must be given based on extenuating circumstances.

Four TRT days will be invoiced to the enrolled school after completion of the second week of the student's trial to cover the cost of targeted supports and induction during the trial period.

CONSIDERATIONS FOR STUDENT ENROLMENT:

- Have internal behaviour processes been utilised at the current school?
- Is there BSE / Student Support Services involvement?
- Have all attempts to support the mainstream placement been considered and attempted?
- Have alternative placements in a Behaviour Service been offered (i.e. Southern Learning Centre, Cowandilla Learning Centre, Better Behaviour Centre, Beafield Education Centre)?
- Is BBCS able to provide programs/lessons that meet the needs of the student?
- Is there capacity within BBCS? Capacity includes vacancies, level of current campus complexity and ability to provide required support.
- Do the caregivers/guardians agree to support the operational methods of BBCS?
- Are there problematic relationships between the potential student and current students?
- Are there problematic community connections (i.e. family conflict, legal matters)?
- Is the student likely to be vulnerable or at risk if placed at BBCS?
- What safety issues exist for the enrolling student and/or to current students and staff?
- Is the student "public transport capable" and/or is there a workable exit transport plan in place?
- Are there consultations with, or directions from, the Flinders Partnership 4 Educational Director?

THE ENROLMENT PROCESS

The initial approach to BBCS is made by an interagency representative (usually a BSE) or school site leader on behalf of the prospective young person to the appropriate BBCS Head of Campus (HOC):

• Torrens Road Campus	Mario Maiello	0423 020 259 / 8346 4041
• Little Para/Gateways Campus	Tammy Scott	0430 145 288 / 8285 3109
• Beach Campus	David Collins	0407 600 322 / 8384 8288

The HOC or delegate will request a **BBCS Potential Student Information Form** to be completed with as much detail as possible before a tour or a trial placement will be considered.

The enrolled school and BSE are requested to provide as much detail as possible via the Potential Student Information Form.

Other supporting documents/information requested are:

- Student Pastoral printouts from school records (attendance/behaviour management reports)
- Student plans (One Plan), Risk Assessments, Student Safety and Support Plans
- School reports, current timetable/attendance plan
- Relevant Allied Health Supports involved
- Behaviour Support Documents (i.e. Positive Behaviour Support Plans etc.)
- Diagnostic testing data (such as psychology, speech, or hearing reports, etc)

The Potential Student Information form must be signed by the referring school's Principal or delegate indicating willingness to pay 4 TRT days to cover the cost of the trial period.

Forward all documentation to the appropriate HOC via the school info email.

The BBCS Intake Panel will review the Potential Student Information Form and other associated documentation to inform a decision. The Head of Campus, (HOC) or a BBCS representative will make contact with the relevant parties to communicate a decision and the next phase of the process, which may include:

- A school tour/interview with the student, carers, school representative and BSE.

OR

- Notification BBCS will not proceed with the potential enrolment and the reasons why the student is not considered a suitable candidate to progress to a tour.

TOUR/INTERVIEW

The student and their supports may be invited to attend a tour of the school. At the tour/interview:

- A description of BBCS's programs, timetable and operating methods and what can be offered to engage students will be discussed.
- BBCS may review educational and student histories to clarify understanding of the student's needs and help determine suitability of BBCS as a learning environment.
- The student and guardian will be asked to review the information provided and consider if a placement at BBCS is suitable for their circumstances.

No decision or offer of enrolment will be considered until the student has successfully completed a trial placement and has met the considerations for enrolment. Schools are encouraged to use supportive language with young people and not attempt to coerce or force students or families to view placement at BBCS as non-negotiable or a 'consequence' for behaviour as this is often counterproductive to long term success and may deter student interest.

TRIAL PLACEMENT

After the initial interview/tour the young person and/or their caregiver should contact the BBCS representative (usually via phone) and indicate they wish to proceed. BBCS will advise if a trial placement will be offered and when this can commence. **BBCS reserves the right to end a trial or withdraw the offer of a trial at any stage if information that is a barrier to enrolment is identified.**

There may be delays in commencement of a trial placement due to the need to balance new enrolments with school operations. Every effort will be made to keep interruptions or delays to a minimum.

All potential students are required to undertake transition process/induction meetings:

- completion of the Student Development Plan (SDP)
- signing the BBCS Code of Cooperation agreement and student agreements
- setting individual goals in Literacy, Numeracy, and Personal and Social Skills
- completing timetabling and selection of 'choice lesson' options
- diagnostic pre-testing for literacy and numeracy

If, during the 4-week trial, the student demonstrates sufficient attendance and BBCS is satisfied the learning environment best suits the needs of the student, the student will be offered enrolment. Enrolment may be declined if BBCS determines the student has not met the considerations for enrolment.

If the student or caregiver do not wish to accept enrolment with BBCS, the student will return to their school of origin and case management will revert to the BSE and the existing school to investigate alternative options.

Please note:

- Enrolment documentation requires legally recognised adult representation.
- BBCS will provide the school of origin weekly attendance records during the trial.
- Official Student Transfer Advice is not activated until the student completes their trial.
- Four TRT days will be invoiced to the enrolled school at the end of the second week of attendance during the student's trial.
- In cases where a student is on trial and they act in a manner that results in suspension or exclusion, BBCS will liaise with the school of origin to complete the process and accompanying documentation.
- Safety issues/concerns are grounds to end a trial early.

TRANSITION TO HIGH SCHOOL

Year 6 students **not currently enrolled at BBCS** and seeking transition to Year 7, are required to apply for enrolment at their local zoned high school.

BBCS is committed to upholding every child's right to equitable access, participation, and success in a mainstream educational setting, in alignment with the DfE's Inclusive Education Policy and the principles of inclusive practice outlined by the South Australian Government.

Preference will be given to supporting students to attempt successful transition into a mainstream high school setting with appropriate supports in place before considering enrolment at BBCS.

Currently enrolled BBCS Year 6 students from the Little Para Campus may:

1. remain at the LP campus for Year 7, where appropriate
2. consider a transfer to one of the other BBCS senior campuses
3. transition to their local zoned mainstream high school

ENROLMENT OF STUDENTS OVER 16 YEARS OLD

Students 16 years or older may 'self-refer' and present directly for interview (preferably with a caregiver or guardian (depending on living circumstances)). Students 16+ requesting enrolment at BBCS (who are currently enrolled in other DfE schools), may be considered for a 4-week trial placement if they meet the considerations for enrolment.

Considerations for student enrolment include:

- Current BBCS senior student numbers and capacity
- Ability of BBCS to offer a program suitable to meet the student's needs
- Existing relationships at the school
- Safety and risks associated with the student joining the school
- Student willingness/commitment to completing learning tasks
- Engagement with BBCS staff and attendance during trial placement

In instances where BBCS regards a student as likely to present with significant wellbeing issues (such as suicidal ideation or self-harm) a Student Risk Assessment will be completed and decisions regarding enrolment will be based on whether BBCS can effectively mitigate any identified risk or hazard.

Enrolment and Induction for students over 16 years:

The potential student is required to do an interview and tour. After the interview the young person and/or their caregivers should contact the school to indicate they wish to proceed.

BBCS may:

- Offer an invitation to engage in a 4-week trial placement
- OR**
- Communicate the reasons for not proceeding with a trial

If a trial placement is offered, a time will be scheduled for the student (with guardian/carer) to complete the enrolment paperwork and induction process. Once the induction process is completed, BBCS will inform the student and caregiver of the trial placement start date.

Please note:

- It is an expectation that all students will commit to a full-time school-based program unless there are extenuating circumstances. Any part-time program will require regular review to comply with DfE attendance expectations.
- During the first week of the trial placement, a graduated timetable may be negotiated to support students to integrate into the school. However, it is expected that by the midway point of the trial, the student will be attending full days unless significant barriers remain.
- In rare cases BBCS may negotiate to extend a trial beyond 4 weeks in consultation with the BSE if extenuating circumstances exist that warrant further consideration. However, in cases where a young person refuses to attend school, this will be considered an indication that they are not interested in BBCS.

GRIEVANCE PROCEDURES

If a BSE, or parent/caregiver is concerned that the BBCS Enrolment Procedure has not been correctly followed and/or that the final decision does not reflect fair or due process, they are requested to:

1. Inform the relevant Head of Campus and seek clarification, express concerns or request further review of the decision.
2. Email the BBCS Principal and request a review of the decision or the process.

Schools have the right to seek support from their Educational Director if they believe that BBCS has not demonstrated procedural fairness during the decision-making process.

Please note:

BBCS has limited vacancies and every effort is made to ensure that students with the greatest likelihood of success are considered for enrolment. BBCS is not a 'behaviour school'. BBCS provides a flexible full-time school-based learning program with small class sizes, individualised learning programs and high interest activities.

BBCS abides by the DfE Policies and Procedures and adheres to the Suspension Exclusion and Expulsion Guidelines. BBCS manages student behaviour using the BBCS Relationships and Wellbeing Guidelines and our School Behaviour Management Processes (which may include take home processes and Student Negotiated Early Dismissal).

Students who attend and are enrolled at BBCS will be expected to attend classes and engage in academic tasks. Our primary focus is on preparing students for post school employment pathways. BBCS does not offer 1:1 offsite learning or 'outreach programs' for students on trial and all students are expected to attend school and engage in Literacy, Numeracy and Personal and Social Education.

BBCS does not operate according to waiting lists and there are no defined **zones** established by DfE for the school. However, providing a completed **Potential Student Information Form** ensures we can adequately triage enrolments and work through referrals to assess and manage an orderly enrolment intake. Therefore, please complete the documentation and provide this to the relevant HOC as early as possible if a student is being considered for placement. All efforts will be made to review the information and schedule an interview to discuss availability.

INTAKE MATRIX AND DECISION-MAKING PANEL

The matrix is used alongside an intake panel discussion that considers the complexity of the current cohort and other factors that may impact safety, risk and learning outcomes for all students, balanced against the current capacity.

Intake panel composition:

- BBCS Site Leadership
- Classroom teacher (for consultation, where relevant)
- BBCS designated Student Support Services Behaviour Support Educator (where applicable)
- Aboriginal Community Education Officer (where applicable)
- Site Coordinator

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BBCS INTAKE MATRIX

Student:			DOB:		
School:			Date:		

Category	Score 0	Score 1	Score 2	Score 3	Comment
Diagnosis of Intellectual Disability	No ID diagnosis	ID diagnosis			
Functional Behaviour Analysis	Not completed	Teacher notes challenges informally	Partial FBA completed	Completion of FBA	
Aboriginal/Torres Strait Islander	No			yes	
Child in care (DCP)	No			yes	
Suspensions & exclusions (Current year)	Less than 5 days	6-10 days	11-20 days	More than 20 days	
Evidence of successful small group learning through BBCS site observation	Unsuccessful in small group situations	Limited success in small group situations	Some level of engagement in small group situations	Demonstrated a level of engagement which is reflective of the BBCS context	
Behaviour Support Educator (current year)	No involvement	Limited involvement	Some involvement	Current direct ongoing involvement with site	
Potential Student Information Form	Not completed	Superficial completion with limited information	Most of the document completed	Comprehensive completing of document	
Is this student transitioning from a primary school setting		Yes	No	If yes - is there a possibility this student could be successful in a mainstream high school?	
Attendance	An attendance of less than 50% may require a longer trial period before an enrolment is accepted. This will be noted in the comments box below.				
Funding (IESP, RAAP)	Current funding to be noted in the comments box below				
SCORE					TOTAL
Overall Comments					
Does BBC currently have capacity for this enrollment	NO	Yes			

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