

Yalingbu Yirramboi – The Royal Children’s Hospital School Enrolment Policy

BACKGROUND

The Yalingbu Yirramboi – The Royal Children’s Hospital School is a Victorian government school established to meet the educational needs of school-aged medical patients of the Royal Children’s Hospital (RCH).

Yalingbu Yirramboi – The Royal Children’s Hospital School typically caters for students who have a hospital stay greater than 4 weeks. This can be across multiple admissions over the course of the school year.

Students remain enrolled at their base school while they are patients of RCH. A base school is the school (government or non-government) or education setting where a student is originally or primarily enrolled. Dual enrolment at Yalingbu Yirramboi – The Royal Children’s Hospital School is optional and requires parent/carer consent. The dual enrolment arrangement between Yalingbu Yirramboi – The Royal Children’s Hospital School and a student’s base school ends when the student is completely transitioned back to their regular place of learning.

Purpose

The purpose of this policy is to specify the enrolment criteria for Yalingbu Yirramboi – The Royal Children’s Hospital School. The policy details which students are eligible for enrolment and the school’s assessment and offer process.

Scope

This policy applies to all student enrolments at Yalingbu Yirramboi – The Royal Children’s Hospital School.

RCH Mental Health patients are supported by Travancore School and are not enrolled at Yalingbu Yirramboi – The Royal Children’s Hospital School.

ENROLMENT CRITERIA

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

To be eligible for enrolment at Yalingbu Yirramboi – The Royal Children’s Hospital School, a student must be:

- of [compulsory school-age](#), generally between 6 and 17 years old
- a patient of RCH (or their sibling – refer below)
- likely to experience a negative impact to their long-term educational outcomes due to disruption or absence from schooling.

School-aged patients at RCH who do not meet the Yalingbu Yirramboi – The Royal Children’s Hospital School enrolment criteria will continue to receive support from their base school, as specified in the department’s [Health Care Needs policy](#).

There may be circumstances that prohibit an otherwise eligible student from enrolling at Yalingbu Yirramboi – The Royal Children’s Hospital School such as admission to High Dependency or Intensive Care Unit.

Enrolment process – RCH patients

1. Yalingbu Yirramboi – The Royal Children’s Hospital School is notified when a school-aged patient is admitted to RCH.
2. The Yalingbu Yirramboi – The Royal Children’s Hospital School principal and leadership team, with support from hospital clinicians, assess the patient's eligibility for enrolment. This includes considering the likely impact to the patient’s educational outcomes based on medical condition, length of stay, critical education stage and clinician discretion.
3. Where the patient meets the enrolment criteria, Yalingbu Yirramboi – The Royal Children’s Hospital School will seek consent from the parents/carers to enrol the patient as a student at Yalingbu Yirramboi – The Royal Children’s Hospital School. Enrolment at Yalingbu Yirramboi – The Royal Children’s Hospital School is optional. However, participation in Yalingbu Yirramboi – The Royal Children’s Hospital School programs is required for patients admitted through the Disordered Eating Clinic.
4. Yalingbu Yirramboi – The Royal Children’s Hospital School teachers meet with the new student to discuss their learning needs and determine the appropriate level of educational support. Yalingbu Yirramboi – The Royal Children’s Hospital School also requests student information from the base school.
5. Yalingbu Yirramboi – The Royal Children’s Hospital School, in close collaboration with the base school, develops appropriate supports for the student. This may include an Individual Education Plan (IEP) or a Re-engagement Plan.

Enrolment process - siblings

Yalingbu Yirramboi – The Royal Children’s Hospital School provides short-term education and transition support to siblings of RCH patients. A sibling is broadly defined and can include step-siblings and cohabitation or out-of-home-care arrangements, including foster care, kinship care and permanent care.

1. A sibling may be referred to Yalingbu Yirramboi – The Royal Children’s Hospital School by RCH clinical staff or a patient’s family.
2. Referrals are assessed by the Yalingbu Yirramboi – The Royal Children’s Hospital School principal and leadership team. This assessment includes the expected length of hospital stay of the related patient.
3. A sibling may be:
 - offered enrolment at Yalingbu Yirramboi – The Royal Children’s Hospital School, requiring parent/carer consent; or
 - supported by Yalingbu Yirramboi – The Royal Children’s Hospital School to either transition back to their regular place of learning or, where this is not possible, transfer to a suitable nearby school.

When the related patient is expected to stay in hospital for more than 4 weeks, Yalingbu Yirramboi – The Royal Children’s Hospital School will transition or transfer the sibling. This is in accordance with the primary purpose of Yalingbu Yirramboi – The Royal Children’s Hospital School and the best interests of the child.

PARTNERSHIP WITH BASE SCHOOL

Yalingbu Yirramboi – The Royal Children’s Hospital School and base schools work together to ensure that students’ academic, social and emotional wellbeing needs are met. Where a student is enrolled in a senior secondary qualification, the base school remains ultimately responsible for the delivery of the curriculum and assessment and the administrative requirements of the course.

It is Yalingbu Yirramboi – The Royal Children’s Hospital School’s responsibility, at the point of student admission, to establish a key contact at a student’s base school to ensure ongoing, two-way sharing of

information relating to the student's progress. This includes consultation to source information such as attendance, academic, social/emotional/behavioural and family profile, literacy and numeracy goals, assessment reports and existing school or community supports.

An IEP is developed between the student, family, base school, Yalingbu Yirramboi – The Royal Children's Hospital School and RCH multidisciplinary teams. A student's tracked IEP is eventually used as a discharge summary and shared with the base school to support student transition to their regular place of learning. Additional supports may include a staged transition, transition reports and transition meetings.

APPEAL PROCESS

Parents/carers can appeal where enrolment has not been offered by lodging a written appeal to the Yalingbu Yirramboi – The Royal Children's Hospital School principal.

If this appeal is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they may write to the South Western Victoria Regional Director.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	Principal
Next scheduled review date	November 2026 This policy is reviewed every 3-4 years.