



TASMANIAN
CATHOLIC
education commission

Engagement and Transition Guidelines

Engagement and Transition Guidelines

Tasmanian Catholic education is committed to the inherent value, worth and dignity of each of God's human beings.

*Human dignity originates from God and is of God because we are made in God's own image and likeness.
(Genesis 1:26-27)*

1. Rationale

Catholic Education Tasmania supports all students to attend their school or college and engage in the curriculum, consistent with the Tasmanian Education Act 1994.

Colleges will work with families when student engagement and attendance indicate that changed or flexible alternatives may be necessary. Due consideration to the needs of the student may necessitate a student transition to another educational or training institution.

2. Purpose

These guidelines outline the procedural requirements of the TCEO regarding the protocols and steps a school will take to ensure that all students are engaged in the curriculum of their Catholic School or College. Where this is not possible flexible provisions are discussed, implemented and reviewed. When a transition is considered to be the best outcome it will be facilitated to allow for the most suitable attendance under the TCEO Attendance Guidelines.

3. Definition

For the purposes of this document the following definitions apply:

Disengagement in the student's school or college refers to:

- To some extent participating in the school curriculum
- Decreasing participation in classes
- Decreasing attendance
- Unexplained absence of more than 20 days in a calendar year
- Unexplained absence of more than 10 days in a 10 week term

Transitions are

- Any move to a new class or grade
- A move to a new school or college
- A move between sectors, ie primary to college.
- A move to a flexible program including; Vocational Education and Training, Australian School Based Apprenticeship or Traineeship, work experience, community based program, Home Schooling, a school in a different sector and the Tasmanian eSchool

4. Principles

The following principles inform these guidelines:

- All students are legally required to be enrolled in a school and attend until that student completes the school year during which he or she attains the age of 17 years, unless exempted.
- All Students have an entitlement for a funded place in education or training until the completion of year 12.
- Encouraging regular attendance is a core school responsibility.

The Process for Improving Student Engagement

Stage 1 Student Identified

School recognises a student who is disengaging

NO
Continue
with normal
curriculum

Stage 2 Gather Data

YES

Gather data from school files, staff and student's family, and other relevant stakeholders:

- Attendance data
- Behaviour records
- Staff Observations
- Other qualitative data
- Medical information

Stage 3 Develop a Strategy

Summary of information. Consideration of student's needs and the school's ability to make reasonable adjustments.

Case meeting with school team, parents, student, TCEO staff and other relevant professionals to discuss possible changes for the students learning program, the introduction of a flexible program and possibly the development of an Individual Learning Plan.

Apply School Based Strategies

Transition to Alternative Pathway

Stage 4 Action Following Enrolment Decision

- A case manager is identified.
- All initiatives are monitored.
- Individual Learning Plan is implemented.
- Regular meetings are scheduled.
- Evaluate progress.

- Transition to another Catholic College where possible.
- Principal-to-Principal communication.
- Seek assistance from the TCEO.
- Another sector is considered.
- Application forms and interviews are organised.
- The student is enrolled at the new institution.

Definitions

A flexible approach is reasonable if it achieves reengagement while taking into account the student's learning and social needs while balancing the interests of all parties affected, including those of the parents/carers, the education provider, staff and other students.

Related Documents

TCEC Child Safe Organisation Policy
TCEC Enrolment Policy
TCEC Student Equity Policy

Signed by:



TCEC Chair

Date:

23 May 2016

Authorised by:
TCEO Contact Officer:
Date authorised:
Developed by:
Date of last review:
Date for next review:

Tasmanian Catholic Education Commission
Team Leader: Student Support
5 May 2016
TCEO Education Services
N/A
5 May 2019