**04 - BEHAVIOUR PROCEDURES - CANCELLATION OF ENROLMENT**

**TRANSCRIPT**

The decision to cancel the enrolment of a student from a state school, is a very serious step and is one that only the principal is empowered to make. Cancellation of enrolment means that the student is no longer considered as enrolled at the school, and will be unable to attend and engage in any learning or extra curricular activities delivered by the school.

Cancellation of enrolment can only be used with students of post-compulsory school age, which means they must be 16 years or have completed Year 10. The principal must also be satisfied that the behaviour of the student amounts to a refusal to participate in the educational program provided at the school.

Cancellation of enrolment is not appropriate for use to address student behaviour, such as disruptive and aggressive actions. In these circumstances, the principal may instead decide to use suspension or exclusion. Before making a decision about a cancellation of enrolment, the principal considers the existing supports in place for the student, to enable their educational success.

It is important for the principal, as the decision maker, to be able to provide evidence of the strategies and supports the school has implemented for the student, to address the barriers they are facing. These actions should be clearly documented in the student's OneSchool record, and outcomes or data to report on the progress of any plans put into place are then noted. This record should also demonstrate how the school has supported the student since they became aware of the problems, the consideration given to the student's individual circumstances, and how this information has been taken into account with planning and implementing the supports. Information could include the student's educational history, including their behaviour at school, any disability or mental health difficulties reported or observed, any personal or environmental factors affecting their wellbeing, relevant religious and cultural considerations, the student's home environment and care arrangements.

Sometimes, despite trying hard to support a student, the principal will take the decision to cancel the enrolment of a student. If this is the course of action taken, the principal will ensure that the student and parent, are advised of the decision, and are then provided with a copy of the approved form. The approved form provides formal notice to the student and the parent of the principal's decision and the reason for the cancellation of enrolment. The approved form states a date of no more than 12 months from when the student and parent were notified of their decision when the student may apply to re-enrol at the school.

Information about appealing the decision is supplied to the student and parent. A referral is made to a regional case manager, to help the student and their family with options for continuing their education.

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