



Enrolment LID

This Local Implementation Document LID is written in compliance with the [Enrolment of Students in NSW Government Schools](#), [Student Health in NSW Public Schools: A summary and consolidation](#) and the Going to a public school Enrolment website that includes additional procedures for specific circumstances and Legal Issues Bulletin 43. The [Exemption from School Procedures](#), [Protecting and Supporting Children and Young People Policy](#) and Chapter 16A of the Children and Young Person (Care and Protection) Act 1998 and [the Health and Education Staff: Exchanging information and working together to keep young people safe and well](#).

Enrolment Context for Sydney Children's Hospital School

The Education Act 1990 establishes the right of every child to receive an education and places a compulsory schooling obligation on parents. The State ensures high-quality education through public education, including government and registered non-government schools, and homeschooling. These enrolment procedures guide principals, parents/carers and health staff in accessing the NSW Department of Education (DoE) hospital school education provision, in accordance with relevant departmental policy statements.

Service Delivery:

Sydney Children's Hospital School (SCHS) provides an equitable educational service through a hybrid teaching and learning model, providing a continuum of education and wellbeing for students connected to the NSW Health system. SCHS takes the lead in making educational adjustments to accommodate a student's health status and treatment plan.

Our commitment to ensuring the continuity of quality education involves building strong partnerships with students, parents, and census schools, through daily coordination of health and education planning, especially at points of transitions.

Who can enrol at SCHS?

Students are eligible to enrol if they are inpatients, day-patients, and outpatients (including siblings) across three campuses:

- Sydney Children's Hospital Randwick
- Prince of Wales Hospital Randwick (Stage 5 & 6)
- Forensic Hospital, Austinmer Unit, Malabar

Randwick campus enrolls students admitted as inpatients, day-patients, and outpatients for three days or more. Admission lengths less than three days are supported on principal approval and/or on request of the treating team or department Learning and Wellbeing Teams.

Census enrolment should be in one school only at any given time; however, a student may attend more than one school in particular circumstances, such as a shared enrolment through a hospital school.

Outpatient (including Sibling) Enrolment:

An interview with parents/carers and when relevant, student is conducted with the principal and/or deputy principal. At this meeting, parents/carers must commit to working in partnership with the school and hospital and/or community health teams. All

SCHS outpatient students with chronic or acute illness, injury or wellbeing issues will have a *Coordinated Health and Education Action Support Plan*. The enrolment interview may be conducted at the same time as the coordinated health and education meeting that supports a transition plan inclusive of the students treating team and census school agreement.

Principals may refuse enrolment of a student as an outpatient, on the grounds of previously documented violent behaviour and there is evidence that the parent/caregiver is not collaborating with the school and relevant treatment teams.

Students on temporary visas

Students who are in DoE schools are enrolled as a shared student. Students outside the DoE an *Authority to enrol* is required from the DoE Temporary Residents Program or DoE Multicultural Education for refugees.

In enrolling a student, the department determines if there is a need to provide additional support for the student:

Staff work as proactive members of multidisciplinary teams, whilst striving to support students to have the same educational opportunities as their healthy peers, by expertly scaffolding student complexity and leading innovative and evidence-based solutions to census schools.

including assessment of:

- Health, safety, and other risks arising from the student's past behaviour.
- Wellbeing needs of the student.
- Required adjustments for students with a disability.
- History of unsatisfactory attendance.
- Health needs and history of any need for emergency responses.
- Learning needs and other special circumstances.

Work with Census Schools:

Under the enhanced enrolment process, a '[Request for student information](#)' is made from a student's census school. The exchange of confidential information between school principals ensures a safe work environment. Necessary assessments and plans are reviewed on enrolment, contributing to the safety of everyone in the school community. A Coordinated Support Action Plan, a [Personalised Learning and Support Plan](#), and if necessary, a Safety and/or [Behavior Support Plan](#) are developed.

If required a student guidance file summary will be requested as a high priority to be sent to SCHS Psychologist.

Work with Health:

The partnership and sharing of relevant information between the NSW Department of Education and NSW Health is guided by the DoE Enhanced Enrolment Process and the government's commitment to information sharing related to the safety, welfare, or wellbeing of a child or young person. This supports the school to understand health conditions and care plans and information exchanged is kept in [secure](#) department student formation and school systems, with sensitive information kept only in school counselor guidance files.

Responsibilities and delegations

Administration Staff are responsible for:

The enrolment processing of students and the initial contact with parents/caregivers, health teams and census schools. SCHS enrolls [DoE students as a shared enrolment](#), all other students are enrolled via NSW DoE enrolment procedures.

[Interstate Student Data Transfer Note and Protocol for Government Schools](#) Schools are required to use the Interstate Student Data Transfer Note (ISDTN) in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood

Parents and care givers are responsible for:

Working in partnership with SCHS as the educational authority in the hospital context. Enrolling their child/children by completing [Application to enrol in a NSW Government School Form](#) after they are identified for enrollment by Office or Executive. Understand that an exchange of relevant information between health and education occurs on enrolment and throughout their attendance and transition to their census school.

The principal is responsible for:

Ensuring that the established criteria are applied equitably to all applicants. A student is enrolled when an application to enrol is certified as accepted by the principal and the student is placed on the [enrolment register](#) of a school.

All enrolment and un-enrolment decisions are determined by the SCHS principal and/or delegate when required.

The health service/hospital are responsible for:

Sharing relevant health status updates, assessment outcomes, mental health plans, and engagement information. Providing schools with details to ensure the young person's safety and well-being, including triggers to distress and current stressors. In collaborative care planning, the health service/hospital may offer advice to help the school support the young person's attendance and engagement.

Middle leaders with program and student caseload supervision, work with families and students once a student is enrolled and placed on the SCHS Student Flow Portal. Uploading all student documentation on transition.

SCHS executive positions attend multidisciplinary team meetings (MDT) within SCH health department as psychosocial team members with the purpose of information exchange and developing a shared understanding of the impact of a student's health status and related educational needs, as well as updating principal and administration

team of discharge planning.

Teachers work with families and students *ONLY* when a student is enrolled and placed on the SCHS Student Flow Portal. Uploading all student documentation on discharge and transition to their census school. A teacher's key responsibility is to collaborate with census schools and families while leading a student's [Personalised Learning and Support Plan](#).

SLSO SHS under teacher direction, work with students who are enrolled and attend the SCHS classrooms. When requested a SLSO may deliver resources to a student's ward.