



VIC-EDU-P-049 Student Transition to Host (or New) School Procedure

1. Purpose

The purpose of this document is to describe the process for students transitioning from MacKillop Education to return to their Host School or a new education setting.

2. Scope

This procedure is written to inform MacKillop Education staff, students, parents/guardians/carers (referred to as 'guardians'), Host Schools and other education settings of the process for students to transition from MacKillop Education.

3. Definitions

Care Team (CT)	Holistic team incorporating all external stakeholders that help support the student and their guardian.
Individual Education Plan (IEP)	Student learning goals (academic, engagement, attendance) established each term.
Host School	The school the student was referred by. Every student must be enrolled in a mainstream school to attend MacKillop Education.
New School	Refers to an education setting that the student is transitioning to, that is not the Host School.
ReLATE	Reframing Learning and Teaching Environments (ReLATE) is a research and trauma-informed education model that provides a blueprint for schools to create supportive environments for teaching and improved student learning and wellbeing.
Student Support Group (SSG)	Student support group, made up of the student, guardian, relevant external agencies and the Host School to review progress, Safety Plans and IEPs.

4. Background Information

4.1 Referral to MacKillop Education

MacKillop Education values the importance of collaborative relationships and ensuring that a student-focused approach is taken. Throughout a student's time at MacKillop Education, a strong relationship is maintained with guardians, Host Schools, and other relevant parties through the participation in regular Student Support Group (SSG) Meetings and Care Team (CT) Meetings. During these meetings, a student's Individual Education Plan (IEP) and Safety Plan (SP) are reviewed and adjusted to meet the changing needs of the student.

At Referral, all Host Schools agree to the following responsibilities:

- keeping an inactive enrolment for the student, whilst they are enrolled with MacKillop Education
- accepting the student to transition back to their school*
- participating in SSG meetings whilst the student is enrolled at MacKillop Education.

**Once a student enters Year 11 or 12 the Host School's responsibilities cease.*

4.2 Requesting and recommending transition

A student may be considered for transition when:

- a student and a guardian request a transition
- a guardian requests a transition
- an education staff member recommends a transition.

Ideally and most commonly, transition occurs when there is a recommendation made by a MacKillop Education staff member.

4.3 Responding to a transition request

An SSG Meeting will be held to discuss the student's readiness for transition, the transition pathway and the supports required to enable a successful transition. The student, and all members of their SSG and CT should agree that the transition should take place.

There may be circumstances where a transition will take place without a unanimous recommendation by the SSG and CT members, such as:

- when a student fully disengages, and engagement strategies are exhausted
- a risk in total education disengagement if a student is not given the opportunity to attempt transition to another setting
- when a student or guardian are adamant that they are wanting to transition to another setting.

4.4 Student and guardian voice

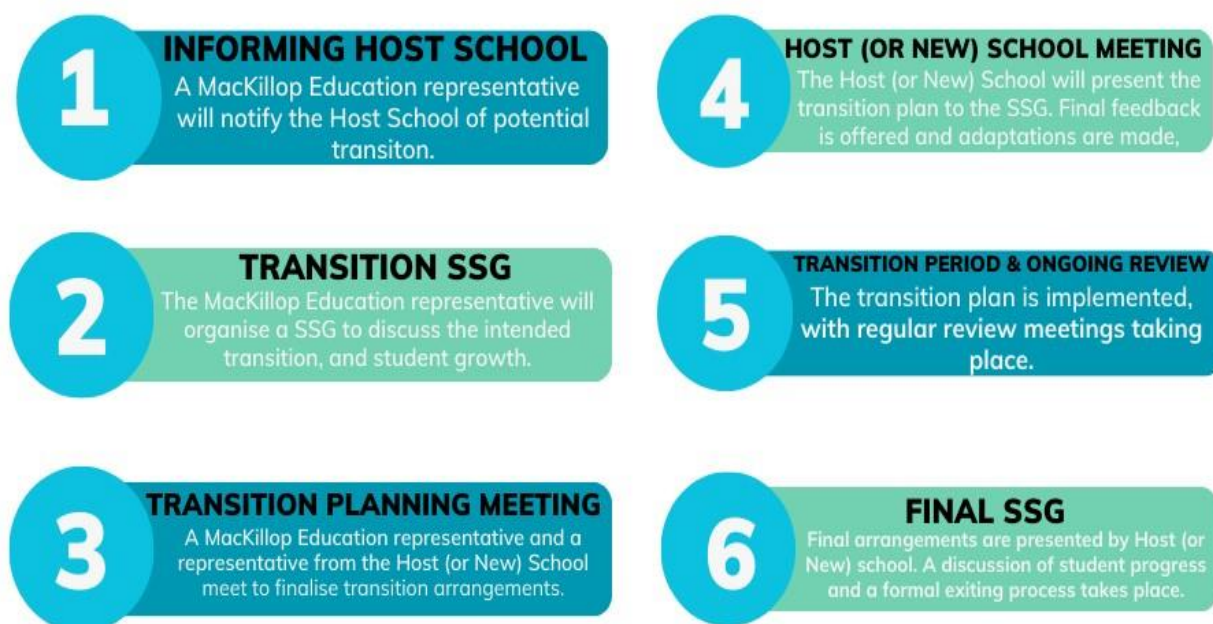
Student and guardian voice is a priority in every step of the transition process. It is important that students, guardians and all stakeholders feel safe and comfortable in voicing their opinions, needs and concerns throughout the process. The student's enrolment is ultimately the guardian's choice.

5. Procedure

This procedure outlines the process for a student transitioning from MacKillop Education. The student may be returning to their Host School or transitioning to another education setting (New School).

Figure 1. Summary of Transition Process from MacKillop Education to the Host (or New) School

TRANSITION FROM MACKILLOP PROCESS



5.1 Notification of a transition request

- A MacKillop Education representative will notify the Host School via telephone that a student and/or their guardian are requesting a transition back to the Host School or another education setting.
- The MacKillop Education Representative will briefly outline the reason for the transition and answer any queries from the Host School.
- The MacKillop Education Representative will organise a SSG meeting for relevant parties to attend.

5.2 Student Transition Support Group Meeting

- Attendees will include the student, guardian, Host School representative, MacKillop Education representative, and other key supports.
- The MacKillop Education representative will provide the IEP, Professional Safety Plan, NCCD Checklist and School Reports.
- An opportunity is provided to the student, guardian, and Host School representative to share any thoughts or reflections.

5.3 Transition Planning Meeting

- A MacKillop Education representative will arrange a Transition Planning Meeting.
- Attendees will include the Host (or New) School representative, as well as a MacKillop Education representative.
- The arrangements for the student to transition to the Host (or New) School including the supports needed for the student will be discussed.

Note: Due to funding requirements students are generally not transitioned during Census periods.

5.4 Host (or New) School Enrolment Meeting

- Prior to a student commencing, the Host (or New) School arranges an Enrolment Meeting.
- This meeting is to be attended by the student, guardian, a Host (or New) School representative, and a MacKillop Education representative.
- The Host (or New) School representative will present the Transition Plan for review and feedback
- The final Transition Plan will be shared with all parties.

5.5 Transition Period & Ongoing Review

- The Transition Plan is implemented, regularly reviewed and adjusted.
- The Host (or New) School will arrange regular Review Meetings to update all parties on the student's progress, focusing on achievements and areas for development.
- These meetings will be attended by the student, guardian, a Host (or New) School representative, and a MacKillop Education representative.

Note: In some circumstances, it may be in the student's best interest to transition back into MacKillop Education temporarily or permanently.

5.6 Final Student Support Group Meeting

- The Host (or New) School representative arranges and chairs the final SSG meeting.
- This meeting will be attended by the student, guardian, Host (or New) School representative, MacKillop Education representative, and other key supports.
- Final arrangements for full-time enrolment are presented by the Host (or New) School.
- The student will be formally exited from MacKillop Education. The student and guardian will be invited to the next MacKillop Education assembly where their transition will be acknowledged and celebrated.

5.7 Additional transition supports offered by MacKillop Education

MacKillop Education offers a range of supports to assist the Host (or New) School, in the transition process. These supports include:

- Staff Professional Learning (e.g., trauma-informed practice, behaviour management, student and staff safety, learning engagement)
- Staff team student review (e.g., reviewing the student's Individual Education Plans, Safety Plans and/or classroom strategies)
- Support with contacting and liaising with the student, guardian and/or family.

6. Approval and Review Details

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
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