

## ENROLMENT (CONSENT) POLICY



### Need an English interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.



### Need an Auslan interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.

## RATIONALE

Monash Children's Hospital School (MCHS) is a Department of Education (DE) specific purpose school, servicing the educational needs of children and young people who are patients of Monash Children's Hospital (MCH), inclusive of the Early in Life Mental Health Service (ELMHS). MCHS provides short and long term educational support for students who are inpatients and outpatients of Monash Children's Hospital inclusive of the Early in Life Mental Health Service (ELMHS).

Monash Children's Hospital School will **support students** whose education has been/will be disrupted by serious medical or mental health conditions. Students will maintain their enrolment in their regular school/educational setting during the period they are patients of Monash Health, whether as inpatients, outpatients or recovering at home before returning to their regular school/educational setting.

MCHS is here to support students in the continuation of their educational journey.

## ENROLMENT GUIDELINES

Students 'enrolled' into the Monash Children's Hospital School must be aged between 5 and 18 years of age.

- The school will 'enrol' students with the most serious medical and mental health conditions based on the following eligibility criteria:
  - Medical-hospital treatment and an unexpected school absence, either once or cumulatively over the year, of four weeks or more
  - An additional 10% of students based on clinician and MCH School discretion



- Mental health- registered as a client of Early in Life Mental Health Services and either hospitalised or be in the 30% of greatest clinical need.
- Monash Children's Hospital School referrals must be made by Monash Health medical, nursing, allied health and psycho-social clinicians before a school enrolment (consent) proceeds
- Monash Children's Hospital School referrals can also be made by Community Mental Health Clinicians and relevant organisations. E.g. Gippsland CAMHS, CYMHS etc. for admission into the Child Neuropsychiatry/Adolescent Mental Health Inpatient Units. (Oasis and Stepping Stones)
- Parents/Guardians will have the opportunity to Opt In or Opt Out of the Monash Children's Hospital School's educational support program for their child.
- Mature minors may be able to sign their own enrolment forms to attend school. In certain circumstances where the mental health or illness of a student may impact on the student's ability to make informed decisions, advice should be taken from DE legal department as well as the medical clinicians from Monash Health.

Inpatients sometimes will not receive educational support as described above because of the following circumstances:

- Crisis admission and discharge within a short period of time which precludes teachers from providing educational support.
- Students being admitted to the High Dependency Units/Intensive Care Units who are transferred to other health settings.

If a child/young person does not have a base school/educational provider when enrolled, MCHS will work with them and their parent/guardian to transition them back to their previous regular educational provider or to a new educational setting.

## ENROLMENT (CONSENT) PROCESS

1. Monash Health Clinicians will make an educational referral to Monash Children's Hospital School. Referrals will be received from a number of sources.
2. All enrolments will require the completion of the MCHS Education Consent form
3. The Student Education Consent form will need to be signed by parents/guardians
4. A student profile will be created on Compass which will include name, age, date of birth, residential address, guardian contact details, health or wellbeing needs and the name of the base school. A chronicle entry will also be created to show the admission date 'enrolment date' for the student.
5. Once an enrolment (consent) is formalised Monash Children's Hospital will contact the student's regular base school/educational provider. E.g. primary, secondary or special school, TAFE, community education, virtual school etc.
6. The student will be allocated to a Monash Children's Hospital School teacher.
7. Students will meet with a MCHS teacher and complete a MCHS 'Getting to Know You' template.



8. Students will receive education (teaching and/or consulting) from the staff of MCHS.

## STAKEHOLDER LIAISON

MCHS will **work in partnership with** the student's regular base school/educational provider/parent/carer. The student's base school or educational provider is responsible for providing the relevant curriculum and the MCHS staff will support the child with their education while they are 'enrolled' as a student at MCHS.

Education may involve the following:

- Teachers working with students in a classroom/teaching space
- Teachers working with the student on the ward - bedside
- Teachers liaising with the student's regular base school/educational provider and parent and caregiver
- Teachers advocating for students by consulting with schools, community agencies, CYMHS, ELMHS etc.
- Teachers attending meetings to discuss a student's educational needs with family members/ health professionals and other educators
- Teachers advocating and organising educational support at the student's home

## DATA COLLECTION

- Monash Children's Hospital School will be classified as a non-census school.
- Students will only be counted as enrolments for funding purposes and accuracy of data collection.
- Reports will indicate how many students received MCHS support as inpatients/outpatients and the location of the support, be it as an inpatient and/or outpatient. This data is reported to school council at each SC meeting
- At MCHS, the school must keep all information confidential and managed in accordance with DE's privacy policy and Victorian privacy laws.

## DISCHARGE

1. After consultation with, and input from Monash Children's Hospital clinicians and staff members from Monash Children's Hospital School a decision will be made to discharge the student from Monash Children's Hospital School.
2. A chronicle entry will also be created to show the discharge date 'exit date' for the student. The student's compass profile will remain active for the entire year to account for young people who engage with our school multiple times during a year. Should they require support from MCHS on a another occasion, an admission chronicle will be created showing the 're-enrolment date'.



3. Monash Children's Hospital School will assist with the student's transition back to their regular educational provider or to a new educational setting.
4. A written report will be provided to the student's regular educational provider and parents/caregivers about the progress of the child and an overview of the teaching and learning program that was implemented if the student meets particular criteria. (Length of admission, intensive support etc.)
5. A MCHS student survey will be offered to the students, caregivers, base schools regarding the educational support process that was provided to the student.
6. Monash Children's Hospital School will inform the appropriate DE regional offices and the regular school of the support that the student may need and advocate for Student Support Services Officers to be involved with the student if deemed necessary.
7. Monash Children's Hospital will assist in the transition to/back to the student's primary clinician. i.e. doctor, psychiatrist, case coordinator etc. who is community based
8. A discharge plan will be completed by Monash Children's Hospital and may include information regarding the education that received while working with MCHS.

Please note that the student review and assessment process will have to be carefully considered as many students will have re-occurring health conditions and may present at hospital on numerous occasions and be admitted into a variety of wards, units and/or programs.

## APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment by requesting a non-standard enrolment. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Enrolment: Enrolment in specialist schools | education.vic.gov.au](https://www.education.vic.gov.au/enrolment/enrolment-in-specialist-schools).

## POLICY REVIEW AND APPROVAL

|                            |                                                                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy approved by         | Principal approval in August 2025                                                                                                               |
| Next scheduled review date | August 2028<br><br>This policy should be reviewed every 3-4 years or more often if required, e.g . if changing the school's enrolment criteria. |



## Appendix 1: Referral Sources

Prospective patients may be referred to Monash Children's Hospital from various sites and clinicians. However, only a Monash Children's Hospital medical/health clinician (inclusive of Early In Life Mental Health Services), can make a referral to the Monash Children's Hospital School. Patients referred to the wards can arrive from the following:

- Monash Health Emergency Departments
- Other Hospitals
- Transfer from within the hospital. i.e. ICU to General paediatric ward
- Direct Admit – from oncology, cystic fibrosis, dialysis etc.
- Planned admission
- Hospital in the Home
- Community Mental Health Clinicians

Outpatients can include patients who:

- Arrive direct from an appointment with a Monash Health Clinician
- Patients receiving regular treatment and/or consultations (daily, weekly, fortnightly, monthly etc.) from a variety of Monash Health/ELMHS clinics.

## Appendix 2: Enrolment Form – Student Education Consent

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All enrolments will require the completion of the MCHS Education Consent Form

- Date of birth (evidence of date of birth from the Monash Children's Hospital/ELMHS records).
- Names and addresses of the student and consenting parent/guardian/caregiver/kin.
- Details of medical and other conditions that may require special consideration aligned with Monash Health database (EMR) Please refer to the 2025 EMR Operational Guide for DE schools. [Operational Framework - EMR usage for MCHS December 2024.docx](#)
- Emergency telephone numbers
- The name of the current or previous school or base school/educational provider and the student's current school year level.



## Appendix 3: Student Consent Form

The MCHS Student Consent Form:



Bringing Education  
and Health Together

UR Number:  
Address:  
Phone:

**MONASH CHILDREN'S HOSPITAL SCHOOL**  
**STUDENT EDUCATION CONSENT**

|                                             |                                                                                                                                                                 |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Surname:                                    | UR Number:                                                                                                                                                      |
| Given Name/s:                               | Title: (Miss/Ms/Mr/Ms)                                                                                                                                          |
| Preferred Name<br>(if applicable):          | Date of birth:                                                                                                                                                  |
| Gender (tick):                              | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified/Self-described                                               |
| Indigenous Status<br>(tick all that apply): | <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither <input type="checkbox"/> Prefer not to say |

|                                             |           |
|---------------------------------------------|-----------|
| Address:<br>(Street or PO Box details)      |           |
| Suburb:                                     |           |
| State:                                      | Postcode: |
| Student Mobile /<br>Email: (if applicable): |           |

|                   |                                             |
|-------------------|---------------------------------------------|
| Parent/Guardian A | Name: _____<br>Phone: _____<br>Email: _____ |
| Parent/Guardian B | Name: _____<br>Phone: _____<br>Email: _____ |

|                   |               |
|-------------------|---------------|
| Student's School: | Year Level:   |
| School Contact:   | School Phone: |

*Monash Children's Hospital School staff work with children and young people, families, schools and education and health professionals to ensure that Monash Children's Hospital patients continue to engage in learning and remain connected to their school community throughout their health journey.*

**Tick for Consent**

|                                                                                                                                                                                                                                                                             |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| I give the above mentioned student permission to be part of the MCHS educational program while they are an inpatient and/or outpatient of Monash Health.                                                                                                                    | <input type="checkbox"/> |
| I give permission for MCHS to contact the above mentioned student's regular school/educational provider (Government, Catholic, Independent, TAFE etc.) and/or appropriate community support agencies to share information regarding educational and social/emotional needs. | <input type="checkbox"/> |

Please contact the MCHS staff for further information or if there is anything above that you do not understand.  
Email: monash.childrens.hospital.school@edumail.vic.gov.au or Phone: (03) 8572 3100

PARENT/GUARDIAN/STUDENT/CLINICIAN NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: DD/MM/YYYY

**PLEASE TURN THE PAGE FOR CHILD SAFETY AND WELLBEING INFORMATION & MCHS STAFF SECTION**



UR Number:  
Address:  
Phone:

#### CHILD SAFETY AND WELLBEING FOR PARENTS, CARERS AND CLINICIANS

*Monash Children's Hospital School is committed to providing an environment where students are safe and feel safe. Our child safety framework includes policies, codes and procedures that explain how we support and maintain the safety and wellbeing of our students and protect them from harm. These documents are available on our website.*

*We are also committed to continuous improvement of our child safety framework. We review our child safety policies and practices regularly to ensure they are up-to-date and effective. Our students and families are important partners in this process. We welcome your feedback or ideas on ways we can improve our approach to child safety and wellbeing.*

*If you have any suggestions or comments, please contact the school via email at [monash.childrens.hospital.school@education.vic.gov.au](mailto:monash.childrens.hospital.school@education.vic.gov.au) or speak to your child's teacher.*

| MONASH CHILDREN'S HOSPITAL SCHOOL STAFF TO COMPLETE |       |
|-----------------------------------------------------|-------|
| MCH Ward/Clinic:                                    |       |
| MCHS Assigned Teacher 1:                            |       |
| MCHS Assigned Teacher 2:                            |       |
| Other Notes (if applicable):                        |       |
| Name of Staff Member completing this form:          | Date: |

