# Factsheet: Re-engagement Programs (Years 7-10)

This resource provides an overview of processes and requirements for schools, providers, students and their parents or carers, for accessing re-engagement programs.

## What is a re-engagement program?

Re-engagement programs are designed to offer tailored support to Victorian government secondary students in years 7 to 10, who are disengaged, or who are at risk of disengaging, from their enrolling, mainstream school. Programs are delivered offsite by a third-party Registered Training Organisation (RTO) provider and are usually short-to-medium term in length.

The program’s purpose is to re-engage students with their education and transition them back to their mainstream school. All re-engagement programs should:

* focus on creating a pathway back to school (or onto further education, training, or employment as applicable)
* be formalised through a Standard 7 to 10 Contract between the school and the provider
* involve regular contact between the school and the provider, including a minimum of termly meetings and the implementation of an Individual Education Plan (IEP).

## Overview of student referral and enrolment process

Below is a snapshot of the process for referring and enrolling a student in a re-engagement program. This process involves the school, student, their parent or carer, the program provider, and the Department of Education (DE) regional office.

## Schools making a referral into a re-engagement program

To refer a student into a re-engagement program, schools must:

* have previously tried a range of other supports/ initiatives to improve the student’s engagement in the school setting
* obtain consent from the student and their parent or carer to explore a re-engagement program option for the student
* consult any existing allied health professional supports to ensure the program is in the best interest of the student and any necessary supports can continue to be provided while the student attends the program
* complete a referral form (supplied by the provider) with the student and their parent or carer (including their written consent) and submit to provider
* complete a contract **Cover Sheet** template to be signed by the school principal
* complete the **Standard 7 to 10 Contract** template with the provider
* submit the Cover Sheet and Contract to the regional office for review and Regional Director endorsement
* co-sign the approved Contract with the provider
* inform the student and their parent or carer that they may commence attendance at the re-engagement program.

## Duty of Care requirements

Schools have a duty of care for their enrolled students when they are attending a re-engagement program, regardless of the level of day-to-day oversight the school has over the program. The providers of the re-engagement program also have a duty of care for the enrolled student.

All duty of care arrangements should be detailed and agreed by the school and the provider, in the Standard 7 to 10 Contract template.

## Program costs

When a student is enrolled in a re-engagement program, existing student funding is used by the school to purchase the program. This funding includes the Student Resource Package (SRP) allocation for the student.

Parents or carers are not required to provide any additional funding to cover the costs of the re-engagement program.

Any other funding attached to the student must also be transferred by the school to the provider, to ensure the student continues to receive the full benefits to which they are entitled. This may include (but is not limited to):

* the Program for Students with Disability
* Disability Inclusion funding
* English as an Additional Language funding
* Career Education Funding
* Camps, Sports and Excursions funding.

## Managing student attendance

When a student attends a re-engagement program, the program provider must:

* record attendance at least twice daily and document any absences
* report attendance to the school at least weekly
* report student absences to the enrolling school on the same day, including the reason for the absence.

The **enrolling school** must:

* record students attending a Re-engagement Program on CASES21 using absence code ‘613 – Re-engagement Program’
* if advised of a student absence on a day of scheduled attendance, record the absence on CASES21 using the appropriate code, according to the reason for the absence
* regularly check in with the provider on the student’s attendance progress as needed
* discuss attendance strategies at termly IEP meetings.

## Department of Education support

For students and parents or carers who have concerns or queries about re-engagement programs, please reach out to the wellbeing or leadership team at the student’s enrolling school in the first instance.

For schools, all enquiries or requests for support related to re-engagement programs and Standard 7 to 10 Contracts, should be directed to the Managers, Youth Pathways and Transitions (MYPATs) in your local regional office:

### North eastern Victoria

* Phone: [1300 333 231](tel:1300333231)
* Email: [pathways.transitions.nev@education.vic.gov.au](mailto:pathways.transitions.nev@education.vic.gov.au)

### North western Victoria

* Phone: [1300 338 691](tel:1300338691)
* Email: [pathways.transitions.nwv@education.vic.gov.au](mailto:pathways.transitions.nwv@education.vic.gov.au)

### South eastern Victoria

* Phone: [1300 338 738](tel:1300338738)
* Email: [pathways.transitions.sev@education.vic.gov.au](mailto:pathways.transitions.sev@education.vic.gov.au)

### South western Victoria

* Phone: [1300 333 232](tel:1300333232)
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