



STUDENT EXIT POLICY

PURPOSE

The purpose of this policy is to ensure that students planning to exit Monivae College do so in a well organised manner that meets the expectations and needs of the student, the parents/guardians and the school.

SCOPE

This policy applies to students planning to exit, exiting students and their parents/guardians.

POLICY STATEMENT

At Monivae College, we understand that from time to time, students may wish to exit from the school for various reasons including:

- commencing an apprenticeship;
- entry into the workforce;
- education at TAFE;
- changing to another school; and/or
- moving interstate or overseas.

Students wishing to exit must ensure that the below process is followed to successfully exit from the School.

1. Minimum School Leaving Age

- 1.1. It is important to note that the minimum school leaving age in Victoria is 17 years.
- 1.2. A student can leave school before this age provided, they have completed Year 10 and participate full-time (minimum 25 hours per week) in education, training or employment or a combination of these activities until they reach 17 years of age.
- 1.3. If this requirement is not met, it is not possible to receive financial support from Centrelink via Youth Allowance or Family Tax Benefit.

2. Planning to Exit

- 2.1. Parents are entitled to request an exit from Monivae College. The School requests that prior to a formal exit request being made, the student and their parent/s should discuss the planned exit with the relevant Year Level Coordinator.
- 2.2. Following that discussion, should the student and their parent/s wish to confirm their exit from the College, a formal exit process will commence.

3. Formal Exit Process

- 3.1. Parents/Guardians of all exiting students are required to complete and sign the Exit-Termination Form and Exit Checklist.
- 3.2. If the student is under the age of 17, and **not** transferring to another Secondary School to continue their education, an additional Victorian Government Transition from School Form must be completed. Students under the age of 17 need to seek an exemption to leave school for TAFE, apprenticeships, work, or alternate job training options. Details on completing this form are outlined in Section 6.
- 3.3. Forms must be returned to the relevant Year Level Coordinator. These documents are required by the School and are used for settlement of accounts and transfers.

Parents will be charged fees until receipt of these forms. It is important that the Exit-Termination Form clearly states the official exit date of the student.

3.4. Should any Monivae College property be unreturned, or accounts unsettled, charges may be incurred.

4. Exit Interview

4.1. Upon receiving the form, the Year Level Coordinator and/or Director of Students will make contact with the parents/guardians and the student to coordinate a face-to-face exit interview.

4.2. The exit interview is an opportunity to receive constructive feedback that can help guide future practices and a unique and rare chance for the School to receive frank and honest feedback from the student and parent/s.

4.3. All responses provided at the exit interview are treated in total confidence.

5. Approved Exit

5.1. Following the exit interview, the School will action and process the exit, this may include the School forwarding completed forms back to the parent for use in enrolment at TAFE, training, or employment.

6. Under 17 Years of Age - Victorian Government Transition from School Form

6.1. The Victorian Government Transition from School Form is for students under the age of 17 who are not transferring to another Secondary School to continue their education. Students under the age of 17 need to seek an exemption to leave school for TAFE, apprenticeships, work, and alternative job training options.

6.2. Families must assist the School by completing sections of the Transition from School Form.

6.3. Sections A, B, C and E need to be completed by the Family.

6.4. The 'Transition Form', with sections A, B, C and E completed should be submitted to the School with the Exit-Termination Form.

6.5. The School will complete section D and sign section E of the Transition Form.

6.6. The endorsed Transition Form will be sent back to the family for use in enrolment at TAFE or Training. The form may also be required for the employers' records.

GOVERNANCE

Supporting procedures	Student Exit Procedure
Supporting schedules	Nil
Associated policies	Nil
Related Legislation	Education and Training Reform Act 2006 (Vic) Education and Training Reform Regulations 2017 (Vic)
Category	Operational
Approval	School Leadership Team 14.02.2022
Endorsement	Relevant Senior Officer 21.02.2022

Policy Owner	Compliance and Risk Manager
Date Effective	22.02.2022
Review Date	22.02.2027 (5 years from effective date)
Version	1.0
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