

Portland RE-Engagement Program (PREP) Entry Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Portland Secondary College on (03) 55 23 13 44.

PURPOSE

The purpose of this policy is to specify the eligibility criteria for students seeking to participate in Portland Secondary College's flexible learning option, offered at the Portland Re-Engagement Program (PREP) campus at Victoria Parade, Portland.

POLICY

About the Portland Re-Engagement Program (PREP)

The Portland Re-Engagement Program (PREP) is a satellite campus of Portland Secondary College, located at Victoria Parade, Portland. PREP provides a flexible learning option for students who are at high risk of disengaging, or who are already disengaged, from education.

PREP offers highly individualised learning with a strong focus on holistic support for student engagement and wellbeing. The program is a short-term intervention for students whose needs cannot be met in a mainstream setting, with a focus on supporting students to return to a mainstream setting and/or transition into further training or employment.

We welcome eligible students from Year 7 up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).

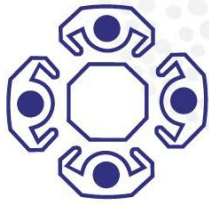
ELIGIBILITY CRITERIA

PREP eligibility criteria are outlined in the Department of Education and Training's [Flexible Learning Options \(FLOs\)](#) policy.

When PREP has insufficient places to meet demand, the principal or delegate of Portland Secondary College will consider referrals based on:

- an assessment of educational needs and risk
- whether there are any other suitable educational options available to the student

Applications from students who do not meet the eligibility criteria will be considered on a case-by-case basis by the region, in consultation with the principal of Portland Secondary College and the principal of the school at which the student is enrolled.



Portland Secondary College

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REFERRAL AND APPROVAL PROCESS

The referral and approval process for entry to our flexible learning program is outlined in the [Student referrals to Flexible Learning Options guidance](#) in the Department's Flexible Learning Options (FLOs) Policy.

All referrals must be made through the online referral approval system for local area approver or regional director approval.

When a student is referred to, and participates in, PREP at the Victoria Parade Campus the student will remain enrolled at Portland Secondary College (Must Street Campus) with the intention of returning at the end of the program, better equipped to manage within the school environment.

APPEAL PROCESS

Parents/carers are able to appeal against the decision not to provide entry, unless a decision has already been made by the Regional Director. More information about the appeals process can be found in the Department's policy on [Flexible Learning Options \(FLOs\): Student referrals and placement in Flexible Learning Options](#).

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read alongside and in conjunction with the following Department policies:

- [Enrolment](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Flexible Learning Options \(FLOs\)](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2026
Approved by	Principal
Next scheduled review date	Before May 2029

This policy is subject to review by the principal every 3 to 4 years. Proposed updates will be made on an as needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister's delegate. Contact school.enrolment.policy@education.vic.gov.au for support with these changes.