



Yarraville Special Developmental School
No. 5278

ENROLMENT POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace* Date 19/12/17

Principal

Signed *Ashwini Sharma* Date 19/12/17

This policy ratified at School Council meeting 19/12/17



Yarraville Special Developmental School
Excellence In Learning

ENROLMENT POLICY

GENERAL STATEMENT:

Every child has the right to an education which will provide them with the best possible educational opportunities. It is acknowledged that educational opportunities for students with disabilities and impairments must be non-discriminatory and in accordance with the relevant Acts.

RATIONALE:

Students in the profound to mild range of intellectual disability, who are eligible for the Program for Students with Disabilities, are entitled to resources based on the level of educational need as determined by the Resources Coordinating Group of DET having regard to the evidence provided through the appraisal process.

When a child is deemed eligible to access resources through the Program for Students with Disabilities, Parents/Guardians have the right to be fully informed of the educational options and specific support available.

AIMS:

- Parents/Guardians have the right to be fully informed of the possible options for the educational placement for their child;
 - mainstream primary or secondary school
 - specialist school
 - a combination of both of the above (Dual enrolment)
- Yarraville SDS is able to enrol students who fall within the moderate to profound range of intellectual disability and are eligible for resources through the Program for Students with Disabilities
- Students at Yarraville SDS range in age from 5 years to 18 years of age
- Eligibility requirements for Yarraville SDS under intellectual disability will be determined via a report which includes a cognitive assessment not more than two years old and a Vineland Adaptive Behaviour Scale not more than one year old
- The school will work with the Parents/Guardians as part of the Student Support Group (SSG) to facilitate the preparation of the application
- Membership of the SSG includes – Parents/Guardians, Principal or delegate and DET nominee
- The Student Wellbeing Branch of DET will determine eligibility. The level of support will be determined based on current evidence provided by the SSG and associated documentation provided as part of the application process
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form,' with details entered immediately on CASES 21

- Students who attend Yarraville SDS for more than 3 days/week (0.6), and live within the Designated Transport Zone, are eligible to travel to and from school on school contract buses
- Parents/Guardians of students who live outside the Designated Transport Zone will be responsible for organizing transport for their child to and from Yarraville SDS

IMPLEMENTATION:

- On receipt of an enquiry, the Principal will arrange a meeting for Parents/Guardians to view the school, explain the school curriculum and to inform the Parents/Guardians of the eligibility requirements for the Program for Students with Disabilities and necessary processes for enrolment
- When Parents/guardians elect to have their child attend Yarraville SDS, an SSG is established and an assessment is arranged to provide supporting documentation for the application (if necessary)
- The SSG completes the Education Needs Questionnaire (ENQ)
- The ENQ summary page and supporting documentation are then forwarded to the Student Wellbeing Branch of DET
- The Principal will be notified by the General Manager DET of the decision regarding the application after a meeting of the Resources Coordination Group.
- It should also be noted that once a child has been accepted into the Program for Students with Disabilities, the resources allocated accompany that child for a time limited period as determined by the Student Wellbeing Branch, after which the allocation will be reviewed. During that time a student may transfer from one educational option to another without affecting resources. A reappraisal can be submitted at any time during the year should this be deemed necessary by the SSG (one per 12 month period)
- In the case of Yarraville SDS reaching full enrolment capacity, priority enrolment will be determined by:
 - A waiting list will be established
 - Students will be enrolled from the waiting list only as appropriate places become available across the school and in order of formal enrolment request taking the following into consideration:
 - a. Eligible prep aged students living within the Designated Transport Area
 - b. Eligible students living within the Designated Transport Area, who are not enrolled in a school including those transferring from interstate and overseas
 - c. Students transferring from a current DET school placement
 - d. Students will only be able to be enrolled at the beginning of a term

RESOURCES:

WMR support staff

Handbook for Programs for Students with Disabilities

EVALUATION: This policy will be reviewed as part of the school's three-year review cycle.