

ENROLMENT POLICY

Purpose

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.

Scope

Students in the moderate to severe 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 Department of Education and Training (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/Carers have the right to be fully informed of the educational options and specific support available. School Council of Yarraville special Developmental School has determined that in line with DET policy, should student enrolment requests exceed site capacity this policy will be implemented by the Principal to prioritise student enrolments

Policy

- Parents/Careers 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)
- Students at Yarraville Special Developmental School range in age from 5 years to 18 years of age
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form,' with details entered immediately on CASES 21
- Eligibility requirements for Yarraville Special Developmental School 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/Carers as part of the Student Support Group (SSG) to facilitate the preparation of the application
- Membership of the Student Support Group (SSG) includes – Parents/Carers, 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

- Students who attend Yarraville Special Developmental School 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/Carers of students who live outside the Designated Transport Zone will be responsible for organizing transport for their child to and from Yarraville Special Developmental School

Implementation

- On receipt of an enquiry, the Assistant Principal will arrange a meeting for Parents/Carers to view the school, explain the school curriculum and to inform the Parents/Carers of the eligibility requirements for the Program for Students with Disabilities and necessary processes for enrolment
- When Parents/Carers elect to have their child attend Yarraville Special Developmental School, an SSG is established to support transition and work together to source the necessary evidence and documentation to determine eligibility.
- As part of the process, The Student Support Group (SSG) may need to complete an Education Needs Questionnaire (ENQ). Membership of this SSG will include parent/carer, Principal or delegate and DET nominee)
- The Student Support Group has the responsibility for planning, monitoring and evaluating the student's progress. The Student Support Group represents a partnership in the educational planning process between the parents/carers, the student and the school. The SSG can make recommendations to the Principal on the resources required to implement the educational plan for the student.
- 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.
- Once a child is determined as being eligible for supplementary support under the Program for Students with Disabilities, they will be allocated a level of funding for a period as determined by the resource coordination group, a section of Student Wellbeing.
- If during this time a child transfers to another Victorian Government School the funding allocation will go with them.
- Should the SSG group decide that a reapplication is deemed necessary this can be logged at any time accompanied by the necessary supporting evidence.
- In the case of Yarraville Special Developmental School 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. It is the schools preference for students to be enrolled at the beginning of term

RESOURCES AND RELEVANT POLICIES: (click on blue hyperlinks)

- Western Metropolitan Region Support Staff
- Handbook for Programs for Students with Disabilities
- DET Enrolment Policy - <https://www2.education.vic.gov.au/pal/enrolment/policy>
- Our School Zone - www.findmyschool.vic.gov.au
- Home Schooling and Partial Enrolments
- Immunisation
- Privacy and Information Sharing
- Transition — Year 6 to 7

RELEVANT LEGISLATION: (click on blue hyperlinks)

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Family Law Act 1975 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)
- Public Health and Wellbeing Regulations 2019 (Vic)

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

This policy was ratified on 11th October, 2021