

ENROLMENT POLICY

Aim

To ensure an open, supportive and transparent process exists to enrol only those students who are eligible for enrolment at Melton Specialist School in accordance with Department of Education (DET) regulations.

Rationale

Only students who have been deemed eligible for funding under the Program for Students with a Disability (PSD) and have been diagnosed as having an Intellectual Disability are eligible to enrol at Melton Specialist School.

Implementation

Eligibility Criteria

As a prescribed Specialist School, we only cater for students with a mild to profound (or severe) intellectual disability as diagnosed by an accredited Psychologist or Psychiatrist as follows:

- Full Scale Intelligent Quotient (FSIQ) below 70 measured on the age appropriate Wechsler test (assessment not more than two (2) years old) and;
- a Vineland Adaptive Behaviour Score (ABS) of 70 or below (assessment not more than one (1) year old along with;
- a summary statement by the testing Psychologist or Psychiatrist and;
- current Speech Assessment by a Speech Pathologist (assessment not more than two (2) years old).

Students enrolling as part of a Foundation intake will be required to provide proof of age indicating that they will have turned 5 years of age by 30th April of the year of entry.

Parents of students born overseas must provide proof of citizenship for the child or an approved visa.

If a provisional place is available, and providing that all the documentation provided is clearly within the eligibility criteria, Melton Specialist School can submit an application to PSD for placement funding.

If there is no current speech assessment by a Speech Pathologist, FSIQ diagnostic report by a Psychologist or Psychiatrist and a current Vineland completed by a Psychologist, the family will need to enrol their child at a local Primary School to obtain these reports.

Enrolment at Melton Specialist School will proceed only once the school has received confirmation that the student is eligible for PSD funding in the category of Intellectual Disability.

In the case of an enrolment ceiling, enrolments may be determined by these criteria:

- eligible Foundation aged students living within the designated transport area;
- either eligible students living within the Designated Transport Area (DTA) including those transferring from interstate and overseas;
- where enrolment requests exceed capacity 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;
- students will be able to be enrolled only at the beginning of a term.

Dual Enrolment

Dual enrolment is when families decide that their child would benefit from attending a Specialist School and Mainstream School on a part time basis. When both are government schools the PSD funding is shared between them depending on the time fraction at each. Enrolment of less than three (3) days at Melton Specialist School is strongly discouraged.

Students with Disability Transport Program (SDTP) Eligibility Criteria

The school has a designated transport zone (DTA) entitling eligible students residing within the DTA to free bus travel on school buses contracted through private companies. Eligible students residing outside the DTA zone may be enrolled; however, they will not be able to access the DET transport service.

Supporting Parents in the Enrolment Process

Families inquiring or considering enrolment at Melton Specialist School will be informed of eligibility requirements, the school's enrolment zone, DTA and administrative processes.

Families considering enrolment are encouraged to visit and tour the school. Family members, friends, and professionals are welcome to visit to support the family's decision.

Assistance with completing necessary forms is offered to all families to ensure a supportive and inclusive administrative process.

Enrolment Administration Process

The enrolment process will be administered by the Enrolment and Transition Officer and will consult with other staff members where necessary to complete requirements.

1. Pre Enrolment

- A 'Pre-Enrolment Form' will be completed to form a profile of the student inquiry.
- Families eligible for enrolment will be provided with an 'Enrolment Pack'. This package includes information required by the school and by DET.
- An Enrolment Pack completion appointment for all enrolling families will be booked.
- The completed Enrolment Pack together with an original Birth Certificate, original Immunisation Record and assessment documents must be obtained from families before next stage can be completed.

2. Enrolment

- Information about the student is collated and a 'Student File' will be created. The file will be made available to appropriate school staff to complete any enrolment requirements.
- Enrolment information to be entered into CASES21 and PSDMS according to DET guidelines.
- All information obtained during the enrolment process will be filed and stored according to DET guidelines.
- Eligibility and PSD funding will be sought from DET via the completion of an Education Needs Questionnaire (ENQ) meeting and submission of appropriate documentation in the case of Foundation students, students arriving from interstate or overseas, or students who are transferring from another Victorian school and whose funding is

tagged 'Intellectual Disability'. The ENQ is completed by the school in conjunction with the parents during an ENQ meeting.

- In the case of students who are transferring from another Victorian school and whose funding is tagged 'Intellectual Disability' a '*Request for Enrolment*' form signed by the students legal guardian will be submitted to the Principal and/or Regional Office for approval.
- Where possible, staff will contact early intervention/pre-school or transferring school staff to discuss student needs, and obtain reports and supporting documentation. School staff may visit the child in their current educational setting.
- A Student Support Group (SSG) meeting will be held for all students prior to commencement at the school. A joint team of appropriate staff members, current teaching staff, appropriate allied health professionals and other representatives will meet with the parents and child to assess educational, medical and therapy needs. This ensures appropriate class placement and effective programs to meet individual student needs. Parents may also invite a case manager or an advocate to attend this meeting. Where required, an interpreter will be organised.
- The agenda for the SSG meeting should be based around:
 - up to date reports presented
 - the strengths of the student
 - challenges for the student
 - how the student would be supported at the school (to overcome/manage these challenges)
 - the amount of reasonable adjustment needed to ensure a successful placement of the student
 - a determined timeframe for monitoring progress of student
- Student classroom placement and key learning objectives are identified. The student will be placed in a class which best meets their educational needs, depending on availability at the time at which the student enters the school. Appropriate structures are put into place to support the student's educational, social, emotional and physical needs and to ensure the safety of all students and staff.
- The Enrolment Coordinator will communicate regularly with families to organise required meetings and communicate information regarding the administration process.

3. **Beginning Attendance**

- The student will be eligible to commence at Melton Specialist School when the enrolment has been confirmed by the Principal and/or Regional Office, an ENQ and SSG has taken place.
- A commencement date will be communicated to the new family and any necessary support will be given during the transition process.
- The new student participates in a transition program. Transition programs are individualised to meet student, family and school needs.

4. **Post Enrolment**

- The SSG has the responsibility for planning, monitoring and evaluating the student's progress. The SSG represents a partnership in the educational planning process between the family, the student and the school. The SSG can make recommendations

to the Principal on the resources required to implement the Individual Learning Plan for the student.

- It should also be noted that once a child has been accepted into the PSD, the resources allocated accompany that child for a time limited period as determined by the Department 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).

Related Documents

Department of Education Program for Students with Disability Information

<http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/disabilities.aspx>

Department of Education Enrolment Information

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>

Department of Education Admission Information

<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

Department of Education Students with Disabilities Transport Information

<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/sdtransport.aspx>

Melton Specialist School Student Transition Policy

Melton Specialist School Enrolment Pack

Melton Specialist School Privacy Policy

Evaluation

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

Certification

This policy was endorsed by school council at the meeting held on 8th August 2017.

Principal

Acting

Briony Welch

School Council President

[Signature]