

### 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

All Department of Education and Training (DET) policies and protocols apply to enrolment processes at Hume Valley School. Students in the mild range of Intellectual Disability (ID), 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 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.

### ELIGIBILITY FOR ADMISSION

To be eligible for admission to Hume Valley School, students must meet the following criteria:

1. Students must be eligible for funding under the Intellectual Disability criteria of the Department's Program for Students with Disabilities (PSD). The criteria includes:
  - A diagnosis of a mild intellectual disability by a psychologist.
  - A Vineland Adaptive Behaviour Scale score within the mild range.
2. Students must be at least 5 years of age by 30<sup>th</sup> April of the year in which admission is sought and have a current immunisation certificate.
3. The student must be an Australian citizen or the student must hold appropriate visas. Information regarding enrolment of overseas students may be obtained from the International Studies Unit (03) 9637 2202.

### ENROLMENT GUIDELINES

All students who reside in the Designated Transport Area (DTA), and who are eligible for funding under PSD – Intellectual Disability criteria, in accordance with the protocols outlined in this policy.

The Inclusion, Access and Participation Division of DET will determine eligibility. The level of support will be determined based on the documentation provided as part of the application process.

The school will work with the parents/carers to facilitate the preparation of the application.

### DESIGNATED TRANSPORT AREA (DTA)

Students who attend Hume Valley School for more than 3 days/week, and live within the Designated Transport Zone (DTA), are eligible to travel to and from school on school contract buses if there are available seats.

Parents/carers of students who live outside the DTA will be referred to their nearest special school. If the parents then choose to enrol their child at HVS they will be responsible for organizing transport for their child to and from school.

## **IMPLEMENTATION**

1. On receipt of an enquiry, the Enrolment Coordinator (EC) will arrange a tour for parents/carers. At this time, information will be provided with regard to the school curriculum and enrolment processes. A copy of the Enrolment Policy will be provided to parents/carers.
2. If the prospective student does not have PSD – ID funding, the EC will identify if the student may meet the eligibility criteria.
  - a. The prospective students may need to attend the school for assessment purposes.
3. If the prospective student has PSD – ID funding, the EC will need to sight the relevant reports/assessments/evidence of diagnosis in order to commence the funding application process.
4. If the prospective student has PSD – ID funding, enrolment may proceed, providing HVS is deemed the most suitable educational setting.
5. Enrolments are not activated under the PSD – ID until a funding application is approved.

## **ASSESSMENT PROCEDURES**

If assessments are required, students will be referred to Assessments Australia for the Cognitive and Adaptive Behaviour assessments. If speech pathology and/or occupational therapy reports are required the student will be referred to the school's therapists or a private provider.

## **PSD FUNDING APPLICATION PROCESS**

As part of the funding process a Student Support Group (SSG) is formed and an Education Needs Questionnaire (ENQ) is completed. Membership of the SSG is as follows: parent/carer, parent advocate, principal or delegate and a Department representative. The ENQ summary page and supporting documentation are then forwarded to the Student Inclusion and Engagement Division of the Department. A department panel determines eligibility for funding. Following the determination of the panel the school is then notified of the decision regarding the application. If the student is deemed eligible for funding the enrolment may proceed. If a student is deemed ineligible they are unable to enrol at HVS.

## **TRANSFER AND TRANSITION PROGRAMS**

The Principal or Enrolment Officer will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or immunisation certificate (if enrolling), and to discuss any academic, medical or behavioural matters.

Transition Programs will be negotiated all for students transferring across school settings and for entry in terms 1, 2, 3 or 4 on an individual needs basis.

## **PROGRAM FOR STUDENTS WITH DISABILITIES FUNDING REVIEW**

Once a student has been accepted into the PSD program, the resources allocated accompany the student until the mandatory funding review at 11 or 12 years of age (Year 6 approximately), unless otherwise determined by the Student Inclusion and Engagement Division.

## **STUDENT SUPPORT GROUP**

A Student Support Group will be convened to monitor and evaluate the student's educational needs and program. The Student Support Group represents a partnership in the educational planning process between parents/carers, the school and other professionals supporting the student.

As part of the SSG process, student enrolment is reviewed to determine if HVS remains the most suitable education setting. If it is deemed that a student would benefit to a greater extent from programs in an alternate setting (mainstream or specialist) this recommendation will be made to parents/carers.

Enrolment is reviewed over time to:

- ensure each student is accessing the most beneficial and relevant education program.
- ensure each student is continuing to benefit from the ID specific education environment and programs.

## **Evaluation**

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

<b>Ratified By Hume Valley School Council</b>	August 2016
<b>Review Date:</b>	August 2019