



**Help for non-English speakers**

If you need help to understand the information in this policy please contact Hume Valley School.

Ph: 9309 3477

**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. The program offered at Hume Valley School aims to support students with a diagnosis of mild Intellectual Disability (ID), who are deemed eligible for enrolment through the Program for Students with Disabilities. The application for eligibility is submitted to and approved by the Student Inclusion Branch of the Department of Education and Training.

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 meet the criteria for the Intellectual Disability category of the Department's Program for Students with Disabilities (PSD). The criteria includes:
  - A diagnosis of a mild intellectual disability by a psychologist based on a cognitive assessment completed no earlier than two years from the application date.
  - A Vineland Adaptive Behaviour Scale score below 70.
  - A documented history of developmental delay or similar concerns.
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 are entitled to enrol.

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.

Hume Valley School will work with the parents/carers to facilitate the preparation of the application for

- For all Prep/Foundation Enrolments
- For students coming from interstate or overseas
- For students transferring from Independent or Catholic schools.

If the student is enrolled in a mainstream government school their current school will initiate assessment and complete the application to establish eligibility prior to enrolment and commencement at Hume Valley School.

### **DESIGNATED TRANSPORT AREA (DTA)**

Students who attend Hume Valley School for a minimum of three days a 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 the transport of their child to and from school. Students who live within four kilometres of the school are not guaranteed access to school contracted buses.

### **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 can be provided to parents/carers if requested.
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 EC will request any existing reports/assessments/evidence of diagnosis in order to commence the PSD eligibility process.
  - b. 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 notification from the previous school, enrolment may proceed.
4. Special School enrolments are not authorised by the Regional Disability Co-ordinator until a PSD application is approved.

### **ASSESSMENT PROCEDURES**

In circumstances in which 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, principal or delegate and a Department Nominee. 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 and the level of funding based on evidence provided. 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 relevant staff from previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note, 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 the first two weeks of each school term. Enrolment later in the term can be discussed 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 in the year they are turning 12 years of age 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.

### **Communication**

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

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

## REVIEW CYCLE

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

|                                   |  |
|-----------------------------------|--|
| <b>Policy last reviewed</b>       | Term 4, 2021   |
| <b>Consultation</b>               | Principal class team, Enrolment Team, School Council |
| <b>Approved by</b>                | Principal  |
| <b>Next scheduled review date</b> | Term 4, 2022   |