



Enrolment POLICY

Rationale:

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aim:

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

Eligibility:

- To be eligible to attend Sale & District Specialist School a child must:
 - have been diagnosed as having an Intellectual Disability
 - have been deemed eligible for funding under the category of Intellectual Disability through the DET Program for Students with a Disability (PSD)
 - be funded through the PSD under the category of Intellectual Disability
- Students who reside within the school's Designated Transport Area (DTA) may be eligible for transport assistance.(See transport brochure for eligibility)

Enrolment:

- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.
- The decision to enrol at Sale & District Specialist School is ultimately a family choice. Enrolment may be on a fulltime basis or part time, with enrolment shared between the Specialist School and a mainstream school. Enrolment of less than two days per week is strongly discouraged
- Eligible students may enrol at any time during the school year. Students will commence once duty of care requirements have been met through the transition process

Preferred Enrolment Transition Process:

- Parents are encouraged to visit and tour the school when considering their child's educational placement. They may visit the school a number of times. Family members, friends, and professionals are welcome to visit to support the family's decision.

- The child is encouraged to visit and tour the school after the parent tour.
- After a family has made a decision to enrol their child, a Student Support Group Meeting (SSG) is held to share information relevant to the child's education. (Please refer to the current year's PSD guidelines handbook)
- Input from the child's current school/kindergarten is strongly encouraged and comes in the form of professionals attending the meeting and/or providing relevant paperwork. Input from therapists, medical professionals and support workers who have worked / are working with the child is also sought. Information about the student is collated and the file is made available to school staff.
- Sale & District Specialist School staff may visit the child in their current educational setting
- Student classroom placement and key learning objectives are identified. 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 student participates in a transition program. Transition programs are individualised to meet student, family and school needs.

Evaluation:

- This policy will be reviewed in November 2022 as part of the school's three-year review cycle in line with current DET current policy and guidelines

Principal _____ School Council President _____

OUR COMMITMENT TO CHILD SAFETY - Sale & District Specialist School (S&DSS) is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. S&DSS has zero tolerance for child abuse.

S&DSS is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be paid to the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with disabilities and vulnerable children. S&DSS is a safe and inclusive school for all people including LGBTI people.

Every person involved in S&DSS has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.