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.

Aims:
- To ensure an open and transparent process exists to enrol only those students who are eligible for enrolment at East Gippsland Specialist School.

Eligibility:
- Only students who have been deemed eligible for funding under the DE&T Program for Students with a Disability (PSD) and have been diagnosed as having an Intellectual Disability are eligible to enrol at East Gippsland Specialist School. Along with an intellectual disability students may also have other co-morbid disabilities such as autism or a physical disability.
- Students who are funded under the PSD, but have an IQ test which is more than two years old, may be requested to have a new cognitive assessment and adaptive behaviour assessment to ensure their Intellectual Disability diagnosis is current.
- Students who reside within the school’s Designated Transport Area (DTA) may be eligible for transport assistance. (See transport brochure for eligibility).

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.
- East Gippsland 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 as part of the school’s three-year review cycle in line with current DEED current policy and guidelines

This policy was ratified by School Council on 25th March 2015