

EARLY EDUCATION ENROLMENT POLICY

PURPOSE:

To provide clear guidelines to staff and parents for the enrolment of students in the Early Education Program (EEP).

RATIONALE:

A limited number of positions are available in the EEP. Each year demand exceeds places available; therefore transparent and equitable enrolment procedures are required.

SCOPE:

- All school staff.
- Prospective parents.
- Parents of students enrolled in the program.

GUIDELINES AND ELIGIBILITY:

1. Parents must provide documentation and evidence that demonstrate that their child has a severe disability. This evidence may be from a range of medical professionals or alternative early childhood/intervention services.
2. Only children aged between 2 years and 8 months and 4 years and 8 months as at January 1st of the year of entry are eligible for the program.
3. Places will be offered at the discretion of the Principal or delegate with priority given to the following criteria:
 - Date of placement on waitlist or enrolment
 - Severity of disability
 - Exceptional family circumstances
 - Families living within the designated school transport zone.
4. Prospective families living outside the school zone will be informed of similar programs within their designated zone.

PRACTICAL PROCEDURES:

1. All parents of students attending the program will need to have completed a DEECD enrolment form and Bayside SDS indemnity forms.
2. Parents will be required to inform their existing Early Intervention programs upon commencement in the Bayside Early Education program.
3. All parents will need to attend a school visit with their child to be eligible for placement on the waitlist.



- Parents of current students may need to reapply for re-enrolment at the end of the school year if their child has made significant progress and may no longer meet the eligibility criteria.
- Families will be notified and offered a place in December of the year before commencement. Families who do not receive a place will continue to be placed on the waitlist until a place becomes available or the family request that they be removed from the list.

DEFINITION:

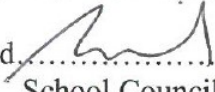
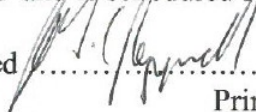
Severe disability:

A significant and long term functional limitation in one or more of the following areas of development:

- Receptive and expressive language
- Cognitive development
- Fine and gross motor development
- Self care and independence skills
- Behaviour
- Social development

REVIEW PERIOD

This policy was last updated on April the 23rd 2019 and is scheduled for review in April 2023.

Signed  Date 13/5/19 Signed  Date 13/5/19
School Council President Principal

This policy ratified at School Council meeting

MAY 2019

