

ENROLMENT POLICY- SCHOOL AGED

Purpose

To ensure eligible students are admitted and enrolled at Bayside Special Developmental School.

Policy

Children of school age have the right to be admitted to their designated neighbourhood government school and/or any Specialist school for which they meet the eligibility criteria, at the beginning of and during the school year unless an approved alternative placement has been arranged.

Before admitting a student the schools will:

- collect relevant admission information;
- obtain a completed enrolment form;
- provide a privacy notice to the enrolling parent explaining the use to be made of admission information;
- collect and record an immunisation status certificate.

For admission, all applicants must be:

- an Australian citizen, or a student with a relevant specified visa;
- deemed eligible and approved for enrolment by the principal or relevant regional director.

Eligibility criteria to enrol at Bayside Special Developmental School

Bayside Special Developmental School educates students who have a diagnosis of moderate to severe/ profound intellectual disability. The eligibility criteria to enrol are as follows:

A. Sub-average general intellectual functioning which is demonstrated by a full-scale score of three standard deviations or more below the mean score on a standardised individual test of general intelligence; (IQ score 55 or below)

AND

B. Significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour;

AND

C. A history and evidence of an ongoing problem with an expectation of continuation during the school years.

The resource co-ordination group will assess eligibility, and subsequent funding levels, based on documentation provided by the school in accordance with published deadlines. The



Resource Co-ordination Group will accept applications that include external assessment reports, provided that the assessments have been administered in accordance with the Program for Students with Disabilities professional guidelines and all relevant eligibility criteria have been addressed. The school will contact either their Regional Disabilities Co-ordinators or Assessments Australia for advice as required.

Dual Enrolment with mainstream schools

It is a parent's choice as to which school they would like their child to attend, and this may include dual enrolment between two schools. Most commonly this is a shared time fraction between a specialist setting and a mainstream government or non-government school. Parents are encouraged to discuss program requirements for the child with each of the prospective schools to identify which days are most appropriate for the child to attend each of the settings. However, it is usually recommended that the child attends each of the schools on consecutive days for less disruption (i.e. Mon-Wed in one school, Thurs-Fri in another). One implication of a part time enrolment in a Special School setting is access to the specialist school transport service. A student is eligible for transport only if they attend the special setting three or more days per week.

Where the child has PSD funding, this is shared between the schools as per student time fraction (except in the case where the student attends a non-government school setting as they have their own funding support processes).

If the parents wish to alter the time fraction or dual enrolment arrangement, this should be done in negotiation with both schools and is usually preferred to occur at the completion of individual school terms to allow for appropriate staffing and planning to occur within the schools.

Age eligibility and approval requirements

Regulations establish the minimum and maximum ages for enrolment in government schools. Schooling is compulsory for students aged from 6 – 17 years unless an exemption from attendance has been granted.

The following arrangements apply to new enrolments that either can be made by principals without further approval, or require regional office or other approval.

Principal responsibility

The Principals or delegate has the responsibility to ensure eligibility and approve the admission of individuals who:

- will attend Early Education Programs (as per school EEP enrolment policy);
- are of compulsory school age, those aged between 6 and 17 years;
- are at least 5 years of age by 30 April of the year of enrolment;
- are under 18 years of age as at 1 January of the year of enrolment.

and who meet the following categories, to which the age requirements do not apply:

- are under minimum enrolment age seeking to attend, and eligible for, prep transition programs in primary schools, where the aim of the program is to prepare pre-schoolers for primary school.



Regional Director Responsibility

Regional Directors have the responsibility to determine eligibility and approve of the admission of individuals who:

- are under the minimum age for enrolment;
- are above the maximum age for enrolment in government schools;
- are above the maximum age and are seeking enrolment and funding for Program for Students with Disabilities (managed in consultation with Student Wellbeing and Engagement Division in relation to PSD funding the school may receive to support student/s).

Early age and above age entry must be:

- requested in writing to the regional director by parent/guardians;
- approved in writing by the regional director;
- approved by the principal, where students are transferring from an interstate school to a Victorian government school, and on receipt of evidence (to their satisfaction) of previous enrolment and full time school attendance.

Note: The regional director will only grant early entry in exceptional circumstances when there are strong grounds for believing long-term educational disadvantage would otherwise occur.

Consent

Consent for enrolment will in the following circumstances:

- student, if they are over 15 and living independently;
- parent as defined in the Family Law Act 1975.

Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility:

- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school.

An informal carer, with a statutory declaration:

- Carers may be a relative or other carer;
- Carers have day-to-day care of the student with the student regularly living with them;
- Carers may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months;
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Where consent is disputed

When (parent) consent is disputed principals and staff should:

- avoid becoming involved;
- avoid favouring one parent;



- act in accordance at all times with the best interests of the student and the school community;
- act sensitively and realise that a resolution, satisfactory to both parents, may not be possible.

Incomplete admission information

When admission information is incomplete the principal may:

- defer admission of a student for up to five days;
- request that the enrolling parent or guardian provide the missing information;
- advises the parent or guardian they are legally responsible for ensuring a child of school age attends school;
- conditionally enrol the student.

If the information is not provided after five days and further delay in enrolling the student is likely to affect the student's education and wellbeing the Principal may:

- records the enrolment conditions; and
- advise the parents or guardians in writing that the enrolment is conditional upon providing the missing information and will only be formally completed when these conditions are met.

ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS (including privacy collection notice)

The Enrolment Form asks for personal and health information about the student and family. This information is collected to enable the school to educate the child and support their child's social and emotional wellbeing and health. Bayside SDS is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information. Our school relies on parents to provide **health information** about any medical condition or disability, medication, any known allergies and contact details of the student's doctor.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Parents are requested to provide our school with up to date copies of all current parenting plans AND court orders regarding parenting arrangements. Matters regarding family arrangements can be discussed in confidence, with the principal or nominee.

Identification of student name

For applicants who are:

- Australian-born, a birth certificate or equivalent;



- non-Australian-born, a passport or travel document such as a visa;
- Immunisation status certificates.

Protecting your privacy and sharing information

The information collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support the students, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without parent consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy at:

<https://www.education.vic.gov.au/Documents/SchoolsPrivacyPolicy-English.pdf>

Our school's use of online tools (including apps and other software) to collect and manage information

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that student information is secure. These online tools enable our school to efficiently and effectively manage important information about students.

Emergency contacts

Emergency contacts are those people nominated the school may contact during an emergency. Parents must ensure nominated emergency contacts agree to provide their contact details to our school. It is important that parents inform them that their contact details may be disclosed beyond the Department if lawful.

Student background information

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

Immunisation status

The student's immunisation status assists the school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria.

Visa status

The school requires this information to process your child's enrolment.



Updating personal and health information

Parents must inform the school if, and when, there are any updates to any of the personal or health information provided on the Enrolment Form.

Accessing your child's records

The school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application.

Student transfers between Victorian government schools

When our students transfer to another Victorian government school, the school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assists the next school to provide the best possible education and support to students.

REVIEW CYCLE

This policy was last updated on March 2019 and is scheduled for review in March 2023.

