

Springvale Park Special Developmental School



Enrolment Policy

Purpose

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

At Springvale Park Special Developmental School (SPSDS), we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

Rationale

All students enrolling at Springvale Park SDS deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support. Parents and guardians must be able to access enrolment forms, the parent payment policy and a schedule of charges for the school.

Aims

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

Guidelines

As a prescribed Special Developmental School we cater for students with moderate to severe intellectual disability as diagnosed by an accredited psychologist as follows:

- FSIQ 55 or below measured on the age appropriate Wechsler test and
- a Vineland ABS of 35-55 along with a summary statement by the testing psychologist

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Students with a dual diagnosis:

For students with a dual diagnosis of disabilities, an appropriate specialist setting may be influenced by:

- the disability judged to be the primary disability
- the category of disability that the PSD application is submitted under and meets eligibility criteria for the availability of a placement at a specialist school.

Implementation

- All students who are eligible to attend a Special Developmental School are welcome to attend our school. The school educates students with a moderate to severe intellectual disability as determined by the Department of Education and Training's Program for Students with Disabilities.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indication that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- Students can attend until the end of the year they turn 18 year old.
- Students who reside within the school's Designated Transport Area (DTA) may be eligible for transport assistance.
- A student who is less than the minimum age of entry into a Victorian school and has transferred from an interstate school must provide evidence of disability to be able to access and be eligible to begin school within Victoria.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- Information regarding the enrolment of overseas students can be obtained from international studies Unit (03) 96372202
- All enrolments will require the completion of the DET "Confidential Student Information enrolment Form", with details entered immediately on CASES21.
- The Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one

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school day in order that enquiries of the previous school are carried out in the interests of the students.

- Students will be allocated to classes according to a combination of class size and student need.
- Parents and family members are encouraged to visit the school along with their son/daughter a number of times if necessary before making a decision.
- After enrolment a Student Support Group Meeting (SSG) will be held to share relevant information and to develop the goals for their Individual Learning Plans.
- Transition to school programs are tailored to meet the individual needs of the student.
- SPSDS meets all obligations under the Child Safe Standards (Ministerial Order 870).
- The enrolment agreement can be terminated if:
 - Students no longer meet the eligibility requirement to be enrolled at school

Dual Enrolments

- 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 at Springvale Park SDS is access to the specialist school transport service. As a general rule, a student is eligible for transport if they attend Springvale Park SDS 3 or more days per week, however this should be discussed with the Principal. 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).
- Where a student is dual enrolled, the two schools are encouraged to hold joint SSG meetings with the family to ensure a coordinated approach to the child's learning. If the parents wish to alter the time fraction or dual enrolment arrangement, this should be done in negotiation with the schools and is usually preferred to occur at the

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completion of individual school terms to allow for appropriate staffing and planning to occur within the schools.

- Springvale Park Special Developmental School meets all obligations under the Child Safe Standards (Ministerial Order 870).

Further information and resources

Springvale Park SDS policies are available by request or on our website

- Parent Payment Policy
- Code of Conduct

Evaluation

This policy will be reviewed as part of the school's review cycle, at least once every three years.

REVIEW CYCLE

Approved by the school council on 18/09/2019 and will be reviewed in September 2022.