Springvale Park Special Developmental School
Early Education Program (EEP) Intake Policy

Purpose

To provide clear, transparent and equitable guidelines for the enrolment of children into the Early Education Program (EEP) at Springvale Park Special Developmental School.

Rationale

Springvale Park SDS operates an approved Early Education Program for preschool-aged children with disability and/or developmental delay. The number of places available in the program is limited and demand frequently exceeds available capacity. Accordingly, the school must implement fair, transparent and consistent intake procedures to ensure placement decisions are made in accordance with Department of Education policy and the educational needs of applicants. [www2.educa...vic.gov.au], [www2.educa...vic.gov.au]

Policy

The Early Education Program provides specialist group-based educational support for preschool-aged children with disability and/or developmental delay. The program is supplementary to kindergarten and other early childhood services and is separate from supports provided through the National Disability Insurance Scheme (NDIS). [www2.educa...vic.gov.au]

Participation in the Early Education Program does not guarantee future enrolment at Springvale Park SDS.

Eligibility

To be considered for enrolment in the Early Education Program, families must provide evidence demonstrating that their child has a disability and/or developmental delay resulting in significant educational support needs. [www2.educa...vic.gov.au]

Evidence may include:

- Paediatrician reports
- Developmental Paediatrician reports
- Psychology assessments
- Allied health reports
- Autism assessments
- Early Childhood Intervention reports
- Kindergarten reports
- NDIS documentation
- Other relevant professional assessments

Age Requirements

Children must be aged between **3 years** and **4 years and 8 months old** as at 1 January of the year of enrolment. [www2.educa...vic.gov.au]

Placement Priority

Where the number of eligible applicants exceeds available places, enrolment offers will be determined by the Principal or delegate, considering:

1. The child's level of educational support need.
2. Evidence of significant disability and/or developmental delay.
3. The likelihood that the child will meet the enrolment criteria for a Special Developmental School at Foundation enrolment age and therefore benefit from continuity of specialist educational support.
4. Exceptional family or welfare circumstances.
5. Date of application and placement on the waiting list.
6. The capacity of the program to appropriately meet the child's needs.
7. Enrolments are predominantly from the local area.

In determining priority of access to the program, preference may be given to children whose assessed educational profile indicates they are likely to be eligible for enrolment in a Special Developmental School at Foundation age, recognising that eligibility for school enrolment will be determined through the applicable enrolment process at that time. [www2.educa...vic.gov.au], [www2.educa...vic.gov.au]

Where a place is unavailable, the school will endeavour to provide families with information regarding alternative programs and services.

Procedures

Application Process

1. Parents or guardians must complete all required enrolment documentation, including the Department of Education enrolment form.
2. Families must provide relevant assessment reports and supporting documentation.
3. Families may be invited to attend playgroup sessions, school visits or intake interviews to assist with planning and assessment of suitability for the program.
4. Applications will be reviewed by the Principal or delegate.

Waiting List

1. Eligible applicants who cannot immediately be offered a position will be placed on a waiting list.
2. Placement on the waiting list does not guarantee enrolment.
3. The waiting list will be reviewed regularly to ensure information remains current.

Continuing Enrolment

1. Students' participation in the program will be reviewed regularly.
2. Where a child has made significant developmental progress and no longer requires the level of specialist support provided by the program, the Principal or delegate may review the child's continued eligibility in consultation with parents/carers and relevant professionals.
3. Families may be asked to provide updated assessment information to support decisions regarding continuing enrolment.

Definition

Disability and/or Developmental Delay

For the purpose of this policy, disability and/or developmental delay refers to significant and ongoing functional difficulties in three or more developmental domains, including:

- Receptive and expressive language
- Cognitive development
- Fine motor development
- Gross motor development
- Self-care and independence skills
- Social development
- Behaviour and emotional regulation

Evidence must demonstrate that the child requires substantial additional educational support beyond that typically available in mainstream early childhood settings. [www2.educa...vic.gov.au]

Roles and Responsibilities

Principal or Delegate

- Ensure enrolment and intake decisions are consistent with Department policy and this local policy.
- Review applications and supporting documentation.
- Determine placement offers and waiting list priorities.

- Communicate enrolment outcomes to families.

Families

- Provide accurate and current information regarding their child's development and support needs.
- Submit all required documentation within established timeframes.
- Notify the school of any significant changes to their child's circumstances or support needs.

Review

This policy will be reviewed every three years, or earlier if required due to changes in Department policy, legislation or operational requirements.

References

- Department of Education Victoria, *Early Education Programs Policy*. [www2.educa...vic.gov.au]
- Department of Education Victoria, *Enrolment Policy and Guidance*. [www2.educa...vic.gov.au], [www2.educa...vic.gov.au], [www2.educa...vic.gov.au]
- Department of Education Victoria, *Transition – Early Childhood to School Policy*. [www2.educa...vic.gov.au], [www2.educa...vic.gov.au]