



# South Gippsland Specialist School

## ENROLMENT POLICY

### **Purpose**

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

### **Policy:**

- All children who are eligible to attend a Victorian Government Specialist school are welcome to attend our school provided they meet the eligibility criteria.
- Eligibility requires the student to have an intellectual disability with an IQ of 70 or below.
- Eligibility for the Program For Students with Disabilities has its own eligibility requirements with the DET.
- Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30<sup>th</sup> April of that year) and an immunisation certificate.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- 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 the International Studies Unit (03) 9637 2202.
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Concerns relating to resourcing levels is in itself insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the DE&T 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- Our Assistant Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, 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 school day in order that enquiries of the previous school are carried out in the interests of the student.
- The principal will consult with the School Council president regarding enrolments.

- Students will be allocated to classes according to a combination of class size and student need.

**Evaluation:**

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in October 2019