

ENROLMENT POLICY

Purpose

To facilitate the enrolment of new students by effectively coordinating the processes and requirements of the Department of Education and Training (DET) and Ballarat Specialist School.

Objective

To explain to our community the requirements, processes and procedures necessary to be considered for enrolment into Ballarat Specialist School.

Scope

This policy applies to:

- All community members wishing to attend or enrol a child at Ballarat Specialist School.

Rationale

Ballarat Specialist School (BSS) recognises that it is in the best interest of all students to have an effective and smooth transition into school life. BSS will therefore ensure effective and efficient enrolment processes and procedures are followed for all students deemed eligible to attend BSS; in compliance with DET's [Age eligibility and approval requirements](#) and the BSS select entry process based on the Program for Students with a Disability (PSD) category: Intellectual Disability.

To be eligible to attend BSS students *must* meet the criterion for PSD: Intellectual Disability funding, see below:

Intellectual Disability

Criteria	Evidence
<p>A) Sub-average intellectual functioning as demonstrated by a full-scale IQ score (FISQ) of two standard deviations or more below the mean on a standardised individual test of general intelligence. Generally speaking the FISQ score must be 70 or below.</p> <p>AND</p> <p>B) Significant deficits in adaptive behaviour established by a comparison score of two or more standard deviations below the mean on a standardised test of adaptive behaviours (generally a score of 70 or less on the Vineland Adaptive Behaviours test Version 3).</p> <p>AND</p> <p>C) Documented history and evidence of an ongoing problem with an expectation of continuation during the school years</p>	<ul style="list-style-type: none"><input type="checkbox"/> A signed written report by a qualified Psychologist not more than 2 years old.<input type="checkbox"/> All professionals (psychologists, occupational therapists and speech therapists) should refer to the Department guidelines for assessment of an intellectual disability, available from Regional Disability Coordinators<input type="checkbox"/> Written statements <i>should</i> (where applicable) include that the student "...meets the eligibility criterion of the DET Program for Students with a Disability for PSD funding."

Implementation

Early learning Centre

The BSS Early Learning Centre (ELC) operates under *Education and Care Services Regulations 2011* as interpreted through the [Regulatory Framework in relation to Education and Care Services in Victoria](#).

For further information regarding enrolment into the BSS – ELC, parents or legal guardians will need to access the *Ballarat Specialist School – Early Learning Centre: Enrolment and Orientation Policy* (Attachment 1). This policy and further information is available at the BSS – ELC and the BSS Main Office at the Gillies Street Campus.

BSS – Prep and above

All enrolment enquiries will be directed to the Assistant Principal: Enrolments and Induction. They will be responsible for collating all necessary information required to establish the eligibility of any student to be enrolled at BSS.

In all circumstances the School will support families to identify the eligibility of their students through a pre-enrolment interview. During this time the School will either ask for, or facilitate/assist the parents/guardians to obtain evidence to support the enrolment process. This evidence may include, but is not limited to:

New Prep	Other Victorian Government School	Other Non-government School	Interstate / International student
<input type="checkbox"/> Parental (legal guardian) approval <input type="checkbox"/> Birth certificate <input type="checkbox"/> Immunisation Certificate <input type="checkbox"/> Pre-enrolment interview with Ballarat Specialist School	<input type="checkbox"/> Parental (legal guardian) approval <input type="checkbox"/> Intellectual Assessment Report <input type="checkbox"/> All additional reports from occupational therapists, speech therapists and other allied health supports <input type="checkbox"/> Latest school report and contact details <input type="checkbox"/> Pre-enrolment interview with Ballarat Specialist School	<input type="checkbox"/> Parental (legal guardian) approval <input type="checkbox"/> Any formal funding documentation <input type="checkbox"/> All additional reports from occupational therapists, speech therapists and other allied health supports <input type="checkbox"/> Latest School report and contact details <input type="checkbox"/> Pre-enrolment interview with Ballarat Specialist School	<input type="checkbox"/> Parental (legal guardian) approval <input type="checkbox"/> Any formal funding documentation <input type="checkbox"/> All additional reports from occupational therapists, speech therapists and other allied health supports <input type="checkbox"/> Latest School report and contact details <input type="checkbox"/> Current Visa status <input type="checkbox"/> Pre-enrolment interview with Ballarat Specialist School

At the conclusion of the pre-enrolment interview parents/guardians will be informed of the likelihood of a successful enrolment into BSS. In circumstances where successful enrolment requires further information or evidence for the school to progress to a formal enrolment process then this will be presented either in the pre-enrolment interview or within 5 days of the interview.

If eligibility criterion has *not* been met, a Principal class officer or their representative will contact the family to discuss.

When eligibility criterion has been successfully met, then formal enrolment processes will commence and an official enrolment pack provided to the family for completion.

On receiving an enrolment offer, the intended commencement date will be at the start of the next Victorian school semester (unless transferring from another Victorian Specialist School) or when a suitable vacancy occurs at the discretion of the Principal.

On the commencement of the student's placement at BSS, the BSS team will conduct a Student Support Group meeting (SSG) with Parents/Guardians to establish short term goals and facilitate the creation of an Individual Education Plan (IEP). Furthermore, the SSG will determine any further need for allied health support or any further information about their child's needs and/or specific health requirements in accordance with DET and BSS guidelines.

It is the responsibility of the parents/guardians to communicate with external support agencies, such as those used through via the NDIS to further support student transition and development.

The assignment to class groups will be made by the Principal and Assistant Principals in consultation with the Leading Teacher of the appropriate mini school. Staff will be notified of the placement and directed to background information and supports as necessary to promote a positive transition to BSS.

RELATED POLICIES

- BSS Duty of Care policy
- BSS Childsafe Policy
- DET:
 - [Enrolment](#)
 - [Admission](#)
 - [Attendance](#)
 - Immunisation
 - Placement
 - Transfers
 - Students with a disability

Evaluation:

This policy will be reviewed every three to four years.

This policy was last ratified by School Council in....

Nov 2019

