



VERMONT SOUTH
SPECIAL SCHOOL

ENROLMENT OF STUDENTS POLICY

Rationale

Vermont South Special School adheres to the guidance as set out in the 'Policy and Advisory Library' by the Victorian Department of Education and Training (DET) with regard to enrolling students. As the Minister has approved specific entry criteria, Vermont South Special School has additional pre-requisites, particularly regarding eligibility, designated transport areas and transition.

Aim

This policy statement outlines aspects of enrolment specific to Vermont South Special School. We strive to provide a clear and fair process that meets the needs of students, families and the school.

Implementation

1. Eligibility Criteria

- A current (within two years) full scale intelligence quotient (FSIQ) between 50 and 70
- A current (within one year) adaptive behaviour composite score between 50 and 70
- Evidence of a history of developmental concerns that are expected to continue
- That intellectual disability is the primary disability of the prospective student

2. Provisional Enrolment

- In the case where a child's FSIQ has not been able to be calculated but the assessing psychologist believes the child is operating within the FSIQ range of 50 and 70, enrolment will be considered
- Such enrolments are subject to the family agreeing to an assessment being conducted in two years' time, to ascertain an accurate measure of cognitive functioning and to therefore confirm eligibility and on-going enrolment
- In the case that the child's FSIQ falls outside the eligibility criteria, Vermont South Special School will assist the family to find a school that better matches their child's educational needs

3. Dual Enrolment

- No students in their first year of school can be dual enrolled
- Families wishing to seek dual enrolment will discuss this with the liaison officer at Vermont South Special School, as well as the pertinent staff member at the school they wish to seek additional enrolment
- Dual enrolment will be 3 or 4 consecutive days at Vermont South Special School, preferably at the beginning of the week
- All DET requirements regarding dual enrolment are followed

4. Funding

- All prospective students must meet eligibility criteria for funding, under the category of Intellectual Disability, according to the DET's guidelines
- An 'alternative placement' will be sought for students who meet Vermont South Special School enrolment criteria but who are funded under another category of funding
- Funding must be in place prior to a student commencing enrolment
- In the case where a family can demonstrate the need for their child to commence enrolment sooner, Vermont South Special School will proceed with enrolment, as long as funding eligibility criteria have been met
- All guidelines, as set out by the DET are followed by Vermont South Special School

5. Pre-Enrolment Procedures

- Prospective families make an appointment to visit and tour Vermont South Special School
- Tours are provided to families on an individual basis
- If a family believes their child's needs can be met by Vermont South Special School, the liaison officer initiates the enrolment process, i.e., a transfer from another school for an already funded student or a referral for assessment to establish eligibility

6. Transition

- Prior to a new student commencing, a staff member from Vermont South Special School conducts an observation at the new student's school/kindergarten to gather pertinent information
- Transition visits to Vermont South Special School are arranged by the liaison officer, in consultation with Vermont South Special School staff and the child's family
- Outside of the commencement of a school year, the date of enrolment is decided upon collaboratively, involving the Vermont South Special School principal, the family and the school where the child is currently enrolled
- The Vermont South Special School liaison officer will pass all student details to the office staff so that CASES21 and PSDMS information is activated
- The Vermont South Special School business manager will ensure that allocated funding is transferred as quickly as possible from the transferring school

7. Enrolment Day

- During transition visits, the liaison officer and the school nurse collect and verify all information provided by the family
- Enrolment information is entered into CASES21 by Vermont South Special School office staff
- The Vermont South Special School nurse creates a student file for every new enrolment
- All information contained in the student file can also be found in the student's digital file, housed in the restricted U: drive on the school's server

8. Designated Transport Area

- Vermont South Special School follows all policy and procedures set out by the 'Student with Disabilities Transport Program', located within DET's 'Policy and Advisory Library'
- DET has established clear boundaries for each specialist school across the state
- Only families who reside within these boundaries can access the government-provided buses
- Vermont South Special School provides the map of the boundaries in response to any family or external agency request
- Vermont South Special School processes requests for bus placement as efficiently as is possible and takes into consideration the individual needs of families
- Families living outside the designated transport area may enrol their eligible child into Vermont South Special School but will not have access to the government-provided buses

Ratified by Vermont South School Council on 13th September 2021

This policy will be **reviewed** in accordance with the Department of Education and Training requirements.