



ENROLMENT POLICY

RATIONALE

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Hamilton Special Developmental School is cognisant of its obligations under the **Child Safe Standards** (Ministerial Order 870 – effective August 1, 2016) to protect students from all forms of child abuse. To this end, all necessary precautions will be taken to ensure that our enrolment processes use poses no risk to child safety.

AIMS

At all times Hamilton Special Developmental School (HSDS) will adhere to the DET guidelines for student enrolments. This policy should be implemented in alignment with:

1. DET PROTECT Guidelines;
<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1>
2. VRQA Child Safe Standards;
<http://www.vrqa.vic.gov.au/childsafe/Pages/default.html>
3. Any other current or future policy related to the enrolment of students of our school

Hamilton Special Developmental School staff will provide an efficient process of enrolment that satisfies the needs of both students and the school.

IMPLEMENTATION

1. All children who are eligible to attend a Victorian Government school and are diagnosed with a mild to severe intellectual disability (IQ <70) are welcome to attend our school. Children with other diagnosed disabilities are welcome to discuss these matters with the principal and seek enrolment advice.
2. Where eligibility for enrolment has not been substantiated, a provisional 10 week enrolment may be granted, whilst eligibility is being sought.
3. Additional funding will be sought through the Program for Students with Disabilities, and families will expected to support this process. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
4. Students enrolling at our school as part of a prep intake will be required to provide a birth certificate as proof of name and age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
5. 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.
6. Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
7. All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
8. All students will be given a unique student identification number known as the 'Victorian Student Number'.
9. Students wishing to enrol at our school are welcome at any time throughout the year, however, it is preferred that enrolment be sought prior to the commencement of terms 1 and 3 of each year.



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10. The 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 birth certificate, and to discuss any academic or behavioural matters. The principal has the authority to defer admission for five school days in order that enquiries of the previous school are carried out in the interests of the student.
11. A transitional period may be conducted to support a successful introduction to our school.
12. Students will be allocated to classes according to a combination of class size and student need.
13. In some circumstance, a dual enrolment with another school may be deemed appropriate for the student based on needs and ability. These decisions will be made through Student Support Group meetings between our school, the other school, and the parents/carers of the student.

EVALUATION

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