



# Enrolment Policy - Specialist

**Eligibility for enrolment in the Maryborough Education Centre – Specialist School must be under the following criteria:**

- An assessed intellectual disability meeting state-wide criteria
- Aged between 5 years of age (at 30<sup>th</sup> April of the year admission is sought) and 18 years of age.
- Students over the age of 18 are ineligible for enrolment.
- Students of less than minimum age seeking enrolment must request prior written approval from the Regional Director.

**Students seeking enrolment under the Disability and Impairment criteria must undergo the following process unless already funded under the Program for Students with a Disability:**

1. Assessment using a Vineland (Adaptive Behaviour Scale – Classroom edition) delivered by the classroom or kindergarten teacher in conjunction with the student's parents.
2. Assessment using the WISC or WIAT delivered by a psychologist appointed by the Department of Education and Early Childhood Development (DET)

Once eligibility for enrolment is established, a parent or guardian of the student assists the Assistant Principal or his/her nominee and DET representative to complete an Education Needs Questionnaire and Program for Students with a Disability application.

**The Assistant Principal has a responsibility to:**

- Organise assessments for student
- Organise Education Needs Questionnaire process
- Discuss enrolment options with parents – i.e. – dual enrolment
- Organise a period of transition for student
- Organise transport options for student where necessary
- Organise Student Support Group meetings

**Assessment:**

DET provides assessments for student eligibility. It is the responsibility of the Assistant Principal to provide parents with the information about the assessments.

- ◆ Parents complete paper work request an assessment.
- ◆ DET outsources the assessments to a qualified educational psychologist who arranges to visit the student's community.
- ◆ The student accompanies his/her parents to visits the psychologist (usually at this school) and formal testing is undertaken where possible.
- ◆ The psychologist delivers a report to both the school and the parents declaring the student either eligible or ineligible for the Disability and Impairment Program. The report documents educational recommendations for the student.

**Educational Needs Questionnaire Process:**

Once a student is declared eligible for the program the parent/ carers meet with the Principal and a representative from DET to complete the Educational Needs Questionnaire. (ENQ). This involves answering a list of questions that describe the student's needs as accurately as possible. Parents may be asked by the Principal to provide evidence to support the information requested from DET.

The completed questionnaire is signed by the parent/carer, the Assistant Principal or nominee and the DET representative and sent to the PSD Administrator. The information is reviewed and the student is funded according to his/her needs. The school is advised of the level of funding.

**Transport Options:**

During the interview period, parents will be advised of transport options.

These include:

- ◆ Transport on one of the two special school buses
- ◆ Transport on a mainstream bus

It is the responsibility of the Assistant Principal to oversee the organisation of appropriate transport and advice given to the region as well as the Student Transport Unit.

Parents are required to sign a transport form if student is travelling on a mainstream or special school bus.

**Enrolment Options:**

It is the Assistant Principal's responsibility to advice parents of the enrolment options available.

- ◆ If the student is school age but a placement in preschool is also available, students can be enrolled at both settings provide the time fraction is entered on Cases. Parents may choose this option to prolong the transition period and assist the child to adapt more readily to the changes from preschool to school. This process needs to be reviewed frequently to ascertain the value of the dual enrolment.
- ◆ School age students are eligible to enrol part time at both the specialist and mainstream areas.

**Transition Options:**

Students find themselves in transition from one setting to another for a variety of reasons.

- ◆ Transition from preschool to school
- ◆ Transitions from special school to mainstream schools or vice versa.
- ◆ Transition from school to adult options.

Maryborough Education Centre will offer support to students during these transition phases. This will involve providing the opportunity for students to spend either sessional placement at this school, at another local school or at an adult setting. Support will be offered by staff to ensure that students are comfortable with the changes and that information relating to the student is delivered to receiving staff in a professional manner.

**Transition / Dual Enrolment**

Maryborough Education Centre offers a transition period for all new student enrolments. New prep students will be offered a transition in fourth term. The length of time offered will be decided after consultation with parents and staff involved. Preps student will not attend on Wednesday for the first term of their school year.

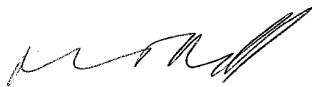
**Student Support Group**

It is the Assistant Principal's responsibility to convene an SSG meeting as soon, as is practicable for all parties involved. SSG's are held on the first day of school at Start-Up Interviews and during each term of the school year.

This policy will be reviewed as part of the school's 3 year review cycle.

***This policy was last ratified by School Council on Wednesday 20<sup>th</sup> June 2018.***

**Signed:**



**Paul Rumpff**  
**School Council President**

**Date** 20.6.2019