



WARRINGA PARK SCHOOL ENROLMENT POLICY

GENERAL STATEMENT

Every child has the right to high quality schooling, which will provide the best possible educational opportunities. It is acknowledged that educational opportunities for students with disabilities and impairments must be non-discriminatory and be in accord with the relevant Acts.

PURPOSE

Students in the mild to profound range of intellectual disability, who are eligible for the Program for Students with Disabilities, are entitled to resources based on the level of educational need as determined by the Resources Coordination Group of DET having regard to the evidence provided through the appraisal process.

When a child is eligible to access supplementary resources through the Program for Students with Disabilities, parents/carers have the right to be fully informed of the educational options and specific support available. The School Council of Warringa Park has determined that in line with DET policy should student enrolment requests exceed site capacity this policy will be implemented by the Principal to prioritise student enrolments

POLICY

- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form,' with details entered immediately on CASES 21
- Warringa Park School is able to enrol students who fall within the mild to profound range of intellectual disability and are eligible for resources through the Program for Students with Disabilities
- Student eligibility for Warringa Park School will be determined via an assessment process in line with the criteria for Intellectual disability within "The Program for Students with Disabilities" for Victorian Government schools.
- Students at Warringa Park School range in age from 5 years to 18 years of age
- Parents/carers have the right to be fully informed of the educational options under the Victorian Government Education system:
 - Mainstream Primary Or Secondary School
 - Specialist School
 - A Combination Of Both Of The Above
- The Student Wellbeing Branch of DET will determine eligibility. The level of support will be determined based on current evidence provided by the student support group and associated documentation provided as part of the application process for supplementary funding support under The Program for Students with Disabilities"
- The school will work with the parents/carers as part of the student support group to facilitate the preparation of applications.
- Students who attend Warringa Park School for more than 3 days/week (0.6), and live within the Designated Transport Zone, are eligible to travel to and from school on school contract buses

- Parents/carers of students who live outside the Designated Transport Zone will be responsible for organizing transport for their child to and from Warringa Park School.

PROCESS

- On receipt of an enquiry, the Enrolment Coordinator will arrange a meeting for parents/carers to view the school, to explain the school curriculum and to inform the parents/carers of the eligibility requirements of the Program for Students with Disabilities and necessary processes for enrolment
- When parents/carers elect to have their child attend Warringa Park School, a Student Support Group (SSG) is established to support transition and work together to source the necessary evidence and documentation to determine eligibility. This evidence may include an updated cognitive assessment and/or Vineland.
- As part of the process, The Student Support Group (SSG) may need to complete an Education Needs Questionnaire (ENQ). Membership of this SSG will include parent/carer, Principal or delegate and DET nominee)
- The Student Support Group has the responsibility for planning, monitoring and evaluating the student's progress. The Student Support Group represents a partnership in the educational planning process between the parents/carers, the student and the school. The SSG can make recommendations to the Principal on the resources required to implement the educational plan for the student.
- Once a child is determined as being eligible for supplementary support under the Program for Students with Disabilities, they will be allocated a level of funding for a period as determined by the resource coordination group, a section of Student Wellbeing.
- If during this time a child transfers to another Victorian Government School the funding allocation will go with them.
- Should the SSG group decide that a reapplication is deemed necessary this can be logged at any time accompanied by the necessary supporting evidence.
- In the case of an enrolment ceiling enrolments will be determined by these criteria:
 - Eligible prep aged students living within the designated transport area
 - Other eligible students living within the designated transport area, who do not have a current local educational placement, including those transferring from interstate and overseas
 - Where enrolment requests exceed capacity a waiting list will be established
 - Students will be enrolled from the waiting list only as appropriate places become available across the school and in order of formal enrolment request
 - It is the schools preference for students to be enrolled at the beginning of a semester.
 - Allowances will be made for students transferring interstate /overseas mid term/year

DUAL ENROLMENT PARTNERSHIP

Warringa Park School has a number of students who are enrolled across two educational settings. The school supports parents in their choices and will work towards ensuring all students achieve the best possible educational outcomes. These guidelines are designed to ensure staff at Warringa Park School of dual enrolment students understand the expectations and requirements needed to develop a successful dual enrolment partnership with the alternate school setting.

Students who are dual enrolled at Warringa Park School attend in a part time capacity on the stated days of enrolment. The other days are spent at their alternate educational setting.

Dual enrolment is parent choice and can involve alterations in time fraction, transition sessions at either setting and can include transitioning days with the aim to build up full time in either setting.

GUIDELINES

- The school with the majority enrolment is considered the lead school. There is an expectation that the lead school will reach out and form a partnership with the alternate school, this can involve hosting and convening SSG meetings.
- There is an expectation all DET schools are willing to form a dual enrolment partnership with each other. It encourages non DET schools to also consider forming a dual enrolment partnership to support greater student learning outcomes.
- Where possible teaching staff from Warringa Park School either convene/attend joint SSG meetings with the alternate school.
- Teaching staff from Warringa Park School will liaise with the alternate class teacher to ensure best outcomes are achieved for the individual, this can include collaboration of ILP goals and strategies.
- Staff at Warringa Park School will where appropriate support the alternate classroom teacher with advice and strategies to support their initial program planning for the student and or strategies related to personalised student programming.
- When a newly dual enrolment partnership is established, Warringa Park School will support the alternate school setting in the form of necessary personalised learning resources and or transition support with the learning centre leader's support.
- When necessary, observations and school visits between the dual enrolment classroom teachers is supported to build collaboration and understanding of alternate educational setting and leaning context.
- Inform parents about the Students with Disabilities Transport Program (SDTP) criteria 3 policy, pertaining to: Students must be enrolled at a specialist or integrated school for three or more days per week to be eligible for transport assistance.
- If a teacher believes a student is a potential candidate for dual enrolment they should advocate on the student's behalf to their team leader. With support and/or guidance assess the student against common literacy assessments such as a reading benchmark, high frequency words, letter ID/Sound. These assessments should be completed prior to contacting or meeting with parents and assessment results should be utilised as data to support evidence of academic progress or achievement.

RESOURCES, FURTHER INFORMATION AND RELATED POLICIES

- WMR support staff
- SSSO staff allocated to Warringa Park School
- Handbook for Programs for Students with Disabilities
- DET Enrolment Policy - <https://www2.education.vic.gov.au/pal/enrolment/policy>
- OUR SCHOOL ZONE - www.findmyschool.vic.gov.au

REVIEW CYCLE

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns.

This policy was reviewed and shared with the school community on **9th June 2021**
and is *scheduled for review in June 2024*