

WARRINGA PARK SCHOOL

ENROLMENTS POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

BACKGROUND

Warringa Park School provides educational programs for students who have mild to profound intellectual disability. Warringa Park School is in Hoppers Crossing and offers students a P-12 program at four campuses. The school population is drawn from the City of Wyndham and caters for students aged 5-18 years.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Specialist schools, including Warringa Park School, have been established to cater for the specific educational needs of students with a disability or with additional needs. Under State and Federal discrimination law, specialist schools are permitted to set specific enrolment criteria and to not enrol students who do not meet these criteria.

PURPOSE

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Warringa Park School and the evidence required to support applications for enrolment.

It is intended to provide clarity for the local community on the enrolment criteria and ensure a smooth and supported transition for enrolling students.

SCOPE

Enrolment at Warringa Park School is based on a student's disability and associated educational needs.

For Foundation (Prep) and Grade 6 to 7 placement, Warringa Park follows the statewide enrolment timelines. These timelines are released in Term 4 the preceding year and include key dates, activity descriptions and an overview of responsibilities to help schools plan for their enrolments, including capacity to ensure appropriate staffing and sufficient accommodation at the school.

Subject to capacity, student intake may be at any stage of the year, providing the student is of school age and satisfies the eligibility criteria. Where an enrolment is outside the above timelines and is subject to capacity, to support a smooth transition for students, we strongly encourage enrolments at the beginning of a school term. All applications for enrolment at Warringa Park School require regional approval.

ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Regional Director, South-Western Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

The enrolment criteria have been determined based on the identified education needs of students in the community. A student's enrolment will be reviewed periodically in line with their needs.

Students seeking to enrol **must** have:

A diagnosis for Intellectual Disability from a registered psychologist evidenced by;

1. Sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, for example a full-scale score of 70 or below on one of the recommended standardised individual tests of intelligence.



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2. Significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, for example a Vineland Adaptive Behaviour Scales composite score of 70 or below.
3. A history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs. The Regional Director, Southwestern Victoria Region must approve enrolments for students who do not meet the eligibility criteria.

PRIORITY ORDER OF PLACEMENT

In circumstances where the school may not be able to accept all applications from eligible students due to existing or future capacity concerns, the school will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

Whilst enrolment boundaries do not apply to specialist schools, applicants may wish to consider [getting to and from school for students with disability](#).

The school must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

VERIFICATION OF PERMANENT ADDRESS

When assessing enrolment applications under the priority order of placement, Warringa Park School may ask for supporting documentation to assist them in verifying a student's permanent residence.

Warringa Park School may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

The school may also make the following enquiries to verify the information provided:

- a. checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- b. checking with a real estate agent to confirm a rental address
- c. for a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

ENROLMENT ON COMPASSIONATE GROUNDS

In exceptional circumstances, a student seeking enrolment at Warringa Park School who meets the enrolment criteria may be approved by the Regional Director South-Western Victoria outside of the priority order of placement, based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the Policy and Advisory Library and from regional staff.

EVIDENCE AND SUPPORTING INFORMATION REQUIREMENTS

To support a student's application for enrolment, the following evidence and supporting information should be provided:

Intellectual Disability



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- a. a signed psychologist's report showing the results of an IQ test (within the last 24 months) and assessment of adaptive behaviour (within the last 12 months) is required.

Further information regarding submitting a disability category verification request can be found at: Enrolment: Enrolment in specialist schools and other specialist education settings | education.vic.gov.au

The Department provides assessment services to support specialist schools in determining whether the student meets their enrolment criteria. Department regional offices also play a role in supporting specialist schools with enrolment processes.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment by requesting a non-standard enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal a specialist school's enrolment decision should lodge a written appeal with the school. Further information on appeals can be found at Enrolment: Enrolment in specialist schools | education.vic.gov.au.

COMMUNICATIONS

The Warringa Park School enrolment policy will be made available to the school community on the school's website.

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

SCHOOL AGE REQUIREMENTS EXCEPTIONS AND EXEMPTIONS

Principals are responsible for assessing eligibility and approving the enrolment of individuals who:

- are of compulsory school age (from when they turn 6 until they turn 17)
- have turned 17 but are not yet 18 years old
- fall within an exception under the Regulations.

The minister or delegate (such as the regional director) is responsible for assessing and granting exemptions from the minimum or maximum school age requirements.

When an Expression of Interest for enrolment is submitted for Warringa Park School, the school will determine the leaving age of the student and where it fits into the Department's school age requirements and exemption from school enrolment. We will then advise whether an enrolment at the school is possible.

Further information can be found at: School Age Requirements.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027



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