



Ascot Vale Special School

"Learning for life"

ENROLMENT POLICY

GENERAL STATEMENT

Children of school age have the right to be enrolled at Ascot Vale Special School if they receive funding through the 'Program for Students with Disabilities' under the criteria of Intellectual Disability. Students who live within Ascot Vale Special School's designated bus zone are eligible to utilise buses.

Rationale

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

Aims

To provide an efficient process of enrolment that satisfies the needs of parent, students and the school.

Implementation

- Before entering Ascot Vale Special School, students will need to be assessed by a qualified educational psychologist to assess eligibility to attend Ascot Vale Special School. We can arrange for this through Assessments Australia or it can be arranged through your local school.
- Students attending Ascot Vale Special School receive funding through the 'Program for Students with Disabilities' under the criteria of Intellectual Disability. Students who receive this funding are eligible to attend Ascot Vale Special School. Supporting documentation such as reports from Speech Pathologists, Occupational Therapists, Physiotherapists, Psychiatrist, Doctors, Optometrists, Audiologists, previous assessments and school reports are vital to support the application for funding.
- Once eligibility has been established the student will participate in a transition and orientation program to suit his or her needs.
- Students enrolling at our school as part of a Prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.
- 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.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.

- Information regarding the enrolment of overseas students can be obtained from the International Student Program.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- The Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.
- Students will be allocated to classes according to a combination of class size and student need.

References

Ascot Vale Special School - School Age and Year Level Policy

Program for Students with Disabilities – Guidelines for 2017

Evaluation

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

This policy was last ratified by AVSS School Council on: 12th September, 2017