

Yarrabah School ENROLMENT POLICY

Background:

Yarrabah School provides educational programs for students with disability and high needs who have an intellectual disability.

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 Yarrabah 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 Yarrabah 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 student

Scope:

Enrolment at Yarrabah School is based on a student's disability and associated educational needs. 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. All applications for enrolment at Yarrabah School require regional approval.

Special Developmental School Enrolment Criteria

Students should meet the following enrolment criteria to enrol at Yarrabah School.

- FSIQ of 55 or below measured on the age appropriate Wechsler Intelligence Scale for Children
- A vineland ABS of 35 – 55 along with a summary statement by the testing psychologist
- An appropriate score using the Universal Test of Nonverbal Intelligence (UNIT)

Note: School-specific criteria refers to approved criteria that apply in addition to the school's specialisation as aligned to the PSD category

Additional Criteria for Enrolment (Specialist School)

The following enrolment criteria have been specified and approved by the Regional Director, South Eastern 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 of Intellectual Disability from a registered psychologist evidenced by:

- A. 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);
and
- B. 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);
and
- C. 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/s 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 (or delegate) for the South Eastern 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 have sufficient accommodation to be able to accept all applications from eligible students, 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.

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, Yarrabah School may ask for supporting documentation to assist in verifying a student's permanent residence.

Yarrabah 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 Yarrabah School who meets the enrolment criteria may be approved by the Regional Director South Eastern 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:

- a) A signed psychologist's report from within the last 24 months reporting the results of an IQ test and assessment of adaptive behaviour.

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. 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. The Department will contact parents/carers with further information after an appeal is lodged.

Communications

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

Policy review and approval

Policy last reviewed	August 2022
Approved by	Regional Director, South Eastern Victoria Region
Next scheduled review date	August 2026

Appendix 1:

Process for applying for enrolment at Yarrabah School:

- All children who are eligible to attend Yarrabah School are welcome
- All referrals will be evaluated by our schools 'Transition To School' committee.
- Children who reside within the boundaries set by the Department of Education and Training (DET) will be able to access student transport services (Appendix 4)
- Parents may choose to travel from outside these boundaries in order to bring their children to school
- When considering the cognitive and learning profile of referred students, Yarrabah School will make recommendations of which type of school a student would best benefit
- Yarrabah School aims to enrol a child as soon as practically possible when eligibility and learning needs have been established. On a professional and compassionate basis, a student will not be left waiting for enrolment when its obvious they need to commence immediately
- Parents and guardians must be able to access enrolment forms, the parent payment policy and a schedule of charges for the school.
- Students enrolling at our school as part of a prep intake will be required to satisfy the criteria, providing proof of age (birth certificate indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation record/certificate.
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- Students will be allocated to classes according to a combination of class size and student need in accordance with the 'Yarrabah School Class Allocation Policy'
- Yarrabah School meets all obligations under the Child Safe Standards (Ministerial Order 870)

Appendix 2.

Dual Enrolment:

Dual enrolment is typically considered for primary aged students whose parent or guardian determine that their child would benefit from attending a specialist and neurotypical setting on a part time basis. Most commonly this is a shared time fraction between a specialist setting and a mainstream government or non-government school

- Yarrabah School will work cooperatively with the partner school to provide a cohesive education
- If the student is dual enrolled in two government schools the funding is shared as per student's time fraction (except in the case where the student attends a non-government school setting as they have their own funding support process)
- The preferred dual enrolled option is for the student to be enrolled at Yarrabah School for the larger proportion of time ensuring they maintain access to as many specialist/therapy and support services possible
- Parents are encouraged to discuss program requirements for the child with each prospective school to identify which days are most appropriate for the child to attend each of the settings. However, it is usually recommended that the child attends each of the schools on consecutive days for less disruption (i.e. Mon-Wed in one school, Thus-Fri in another)
- To ensure consistency and staff organisation, these days should aim to remain the same for the school year. As the funding is organised on a term-by-term basis, time fraction changes for the following term may be negotiated with both schools. If a parent wishes to alter the time fraction

or dual enrolment arrangement, this should be done in negotiation with the schools and is preferred to occur five weeks prior to the end of term, allowing for appropriate staffing and planning to occur within the schools.

- Students may not be permitted to change days if there is curriculum day at either school i.e., if a student attends their primary school and it's a curriculum day, they cannot attend Yarrabah school and vice versa.
- One implication of a part time enrolment at Yarrabah School is access to the specialist school transport service. As a general rule, a student is eligible for transport if they attend Yarrabah School three or more days per week, however this should be discussed with the Principal.
- Where possible, Yarrabah school will work together with each student's school to organise joint SSG meetings of which aim to develop consistencies in goal setting, strategies and supports

Appendix 3.

Early Education Program (EEP):

- The school will fill up to 60 student places over the year
- If there is a larger number of applications than number of places available, Yarrabah school will limit enrolments to meet the designated capacity.
- Parents need to provide copies of reports/paediatrician letters to confirm their child's delay or diagnosis. As limited places are available in our Early education program, a waitlist is compiled for enrolment the following year. Enrolment confirmation will be confirmed in October, November and December.
- A child can only be enrolled in one Early Education Program at a time
- Students entering Yarrabah Schools Early Education Program must be between the ages of 2 years 8 months and 4 years 8 months as at 1st of January of that year.
- Children who are at least five years of age by the 30th of April are not eligible
- All enrolments for the early Education program must be completed on the school enrolment form and submitted to the office prior to the child commencing the EEP
- Yarrabah School will maintain a regionally approved intake for eligible students of which must include:
 - Age eligibility with a birth certificate
 - Immunisation Record
 - Evidence requirements for a diagnosed disability or developmental delay
 - Other documentation requirements
- Session hours are:
 - 9.30 – 12.30 pm for 3-year-olds
 - 9.30 – 2.30 pm for 4-year-olds
- The number of sessions per enrolment is dependent on the spaces available in the program

Appendix 4.

Student Transport Zone

For school age children 4 years 8 months and older, DEECD provides free bus transport to and from school providing your child resides within Yarrabah's zoned area.

Yarrabah's school zone is bounded by:

- **NORTH** : Lower Dandenong Road / Cheltenham Road
- **EAST** : Lonsdale Street / Frankston - Dandenong Road
- **WEST** : Warrigal Road / Port Phillip Bay
- **SOUTH** : Armstrongs Road / Rutherford Road / Lathams Road

