



**PORT PHILLIP**

Specialist School **Student Enrolment Policy (Specialist School)**

**Rationale:**

- All children enrolling at our school deserve 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 both students and the school.

**Implementation:**

- All children who are eligible to attend a Specialist school are welcome to attend our school. The school caters for students with an intellectual disability as determined by the Department of Education and Training’s Program for Students with Disabilities.
- 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 30<sup>th</sup> 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 along with evidence of disability eligibility.
- Other parents seeking early age entry for their children must make a written application to the Regional Director.
- 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 CASES 21.
- 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.

**Evaluation:**

- This policy will be reviewed as part of the school’s review cycle, at least once every three years.

School Name / Department 5145		Policy name – Student Enrolment (Specialist School) Policy		Policy Ref. Number	
Owner: Port Phillip Specialist School	Approved by: School Council	Date: July 2018	Version 4	Page 1 of 1	