



Enrolment Policy

Rationale:

- To ensure an open and transparent process exists to enrol only those students who are eligible for enrolment at Diamond Valley Special Developmental School (SDS).
- To provide an efficient process of enrolment that satisfies the needs of both students and the school.
- To provide a smooth transition that enables the students to become part of our school with a minimum of disruption and maximum support.

Eligibility:

- Only students who have been deemed eligible for funding under the DET Program for Students with a Disability (PSD) and have been diagnosed as having a significant Intellectual Disability are eligible to enrol at Diamond Valley SDS.
- Students who reside within the school's Designated Transport Area (DTA) may be eligible for transport assistance.

Enrolment:

- 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 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.
- The decision to enrol at Diamond Valley SDS is ultimately a family choice. Enrolment may be on a fulltime basis or part time, with enrolment shared between Diamond Valley SDS and a mainstream school. Enrolment of less than two days per week is strongly discouraged
- Eligible students may enrol at any time during the school year. Students will commence once duty of care requirements have been met through the transition process.



Preferred Enrolment Transition Process:

- Parents are encouraged to visit and tour the school when considering their child's educational placement. They may visit the school a number of times. Family members, friends, and professionals are welcome to visit to support the family's decision
- The child is encouraged to visit and tour the school.
- After a family has made a decision to enrol their child, a Student Support Group Meeting (SSG) is held to share information relevant to the child's education. (Please refer to the current year's PSD guidelines handbook)
- Input from the child's current school/kindergarten is strongly encouraged and comes in the form of professionals attending the meeting and/or providing relevant paperwork. Input from therapists, medical professionals and support workers who have worked / are working with the child is also sought. Information about the student is collated and the file is made available to school staff.
- Diamond Valley SDS staff may visit the child in their current educational setting
- Student classroom placement and key learning objectives are identified. Appropriate structures are put into place to support the student's educational, social, emotional and physical needs and to ensure the safety of all students and staff.
- The student participates in a transition program. Transition programs are individualised to meet student, family and school needs.

Evaluation:

This policy will be reviewed as part of the school's 4 review cycle in line with current DET current policy and guidelines on 20/06/2023.