

Mornington Special Developmental School

ENROLMENT POLICY

PURPOSE

The purpose of this policy is to ensure that Mornington Special Developmental school (MSDS)

- Enrols eligible students
- Maintains enrolment data
- Maintains a custodial role over enrolment data

SCOPE

This policy applies to all and exciting students

POLICY

- Only students who satisfy the enrolment criteria are eligible to attend Mornington SDS:
 - Eligibility is based on an IQ assessment. Students require an IQ of 50 and below
 - Students enrolling in our Early Education Program require evidence to support a disability.
- Proof of age is required:
 - Prep entry: students must turning five by April 30 of that year
 - Early Education program: students must be 2.8 at the beginning of the school year
- Families are required to complete Department of Education & Training enrolment forms which are uploaded onto CASES 21
- The school will ensure that enrolment data is maintained through the following processes:
 - Ensure all enrolments forms are returned and signed, by families upon enrolment
 - Update information when changes occur
 - Review data half yearly, specifically parent/guardian contact information, see: CASES 21 Administration User Guide for guidance including processes for generating the student Enrolment Information Form and Student Information Full Details report, see: CASES21
 - Revised annually for State and Commonwealth reporting
- The Principal will contact Principals of previous schools to students seeking transfers to discuss the circumstances of the transfer; 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 in order to arrange these matters.