

Mornington Special Developmental School

ENROLMENT POLICY

Early Education Program

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

And

To provide clear guidelines to staff and parents for the enrolment of students in the Early Education Program (EEP).

SCOPE

This policy applies to all and exiting students

All school staff.

Prospective parents.

Parents of students enrolled in the program.

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:
 - 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 preschools etc to students seeking transfers or enrolment to discuss the circumstances of the transfer or enrolment; 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.

GUIDELINES AND ELIGIBILITY:

1. Parents must provide documentation and evidence that demonstrate that their child has a severe disability. This evidence may be from a range of medical professionals or alternative early childhood/intervention services.
2. Only children aged between 2 years and 8 months and 4 years and 8 months as at January 1st of the year of entry are eligible for the program.
3. Places will be offered at the discretion of the Principal or delegate with priority given to the following criteria:
 - Date of placement on waitlist or enrolment
 - Severity of disability
 - Exceptional family circumstances
 - Families living within the designated school transport zone.
 - Prospective families living outside the school zone will be informed of similar programs within their designated zone.

PRACTICAL PROCEDURES:

1. All parents of students attending the program will need to have completed a DET enrolment form and Bayside SDS indemnity forms.
2. Parents will be required to inform their existing Early Intervention programs upon commencement in the Bayside Early Education program.
3. All parents will need to attend a school visit with their child to be eligible for placement on the waitlist.
4. Parents of current students may need to reapply for re-enrolment at the end of the school year if their child has made significant progress and may no longer meet the eligibility criteria.
5. Families will be notified and offered a place in December of the year before commencement. Families who do not receive a place will continue to be placed on the waitlist until a place becomes available or the family request that they be removed from the list.

DEFINITION:

The prospective student must have a 'severe to profound' intellectual disability to enrol in Early Education Program.

Severe disability:

- A significant and long term functional limitation in intellectual capacity and one or more of the following areas of development:
 - Receptive and expressive language
 - Cognitive development

- Fine and gross motor development
- Self care and independence skills
- Behaviour
- Social development

REVIEW PERIOD

This policy was last updated on May 2021 and is scheduled for review in May 2024.