

Enrolment Policy

Rationale:

- All children enrolling at Jackson School deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.
- For a child to enrol at Jackson School they need to be on the Program for Students with Disabilities (PSD).
- All students transitioning out of and within Jackson School will be provided with appropriate transitional pathways.

Aims:

- To provide an efficient process of enrolment that satisfies the needs of students, their families and the school.
- To meet the complex needs of students who enrol at Jackson School.
- Through the Enrolment Policy, enable Jackson School to undertake strategic forward planning in managing space, resources and facilities to meet the developmental needs of the students.

Eligibility:

- All children who are eligible to attend Jackson 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 (PSD).
- Only students who have a current cognitive assessment (within 2 years) stating they have an intellectual disability are eligible to enrol.
- Students who attend Jackson should have a full scale IQ between 50-70.
- Students must reside within the school's Designated Transport Area (DTA). These students are eligible for transport assistance.
- Eligible students may enrol at any time during the school year. Students will commence once all documented has been completed and permission has been received from the region.
- 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 up-to-date immunisation certificate. 'Proof of age' may be in the form of a birth certificate or passport.

- 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.

Implementation:

- First contact is to be made with school by parents/carers or professionals. Office staff will record basic information over the phone and pass this on to the Enrolment Officer.
- The Enrolment Officer will contact interested parties to ascertain relevant information, notify them of weekly tour times and book interested parties into these times and dates. Where applicable group tours will be arranged for students of the same age group.
- Parents/carers to attend tour. Family members, friends, and professionals are welcome to join a tour to support the family's decision.
- During the tour the Primary/Secondary/VCAL Leaders will outline the pathways set out for the students at Jackson School.
- After the family has made a decision to enrol their child at Jackson the family/carer are required to make another appointment with the Enrolment Officer to discuss assessments and relevant documentation. The child is encouraged to visit and tour the school. The suitability of the enrolment is discussed during this meeting and every effort is made to ensure that the student meets all criteria and the school is capable of providing an individualised learning and development program to suit the student's needs and challenges.
- Input from the student's current school/kindergarten is strongly encouraged and comes in the form of professionals attending a meeting and/or providing relevant paperwork. Input from therapists, medical professionals and support workers who have worked / are working with the student is also sought.
- If the student is eligible an enrolment pack is handed out to the family.
- Once it has been agreed that the enrolment will go ahead the Enrolment Officer contacts the Region for approval and a start date. This approval is communicated to family/carers.
- All enrolments will require the completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.
- An enrolment meeting with the Enrolment Officer, Wellbeing Leader and the Learning Leader of the department the student will be enrolled in, will be held to exchange information as to the transition process for the student and all information gathered from parent/carer and written reports will be discussed.
- From the above meeting a recommendation will be made for class placement and a working file including welfare, behaviour and safety plans will be established.

- Key learning objectives will be identified and appropriate structures 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 will participate in a transition program. Transition programs are individualized to meet student, family and school needs.
- The Principal or Enrolment Officer 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.

Evaluation:

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

Ratified by School Council: _____

Review Date: _____

School Council President

Jackson School Principal