



ENROLMENT

POLICY

Rationale:

- Cobram & District Specialist School is primarily a school for students with an intellectual disability and will only accept students with this classification as determined by the Department of Education and Training.
- 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.
- To provide education tailored to meet the needs of students with an intellectual disability.

Implementation:

- All children who are eligible for funding under the Program for Students with a Disability, Intellectual disability category, can enrol at our school.
- All students are required to have their enrolment approved by the Regional Director.
- 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.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see Early Enrolment policy.
- Information regarding the enrolment of overseas students can be obtained from the International Student Program (03) 9637 2990.
- All enrolments will require the completion of the Dept of Education 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21.
- All students will be given a unique student identification number known as the 'Victorian Student Number'.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term (within the first two weeks).
- The Principal will contact principals of previous schools of all 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 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 age, a combination of class size and student need.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

Signed	
School Council President	Date
Bob Bextream	
Principal	Date
Leah Willis	

This policy was last ratified by School Council in....

15/08/2016