

Enrolment Policy

RATIONALE

The policy of the Department of Education and Early Childhood Development states:

"School programs should be provided by the Department of Education for students with intellectual disabilities within the same range as for other students, namely, approximately 5 to 18 years".

Dandenong Valley SDS is a Special Developmental School catering for students who have a moderate to severe intellectual disability. Many students are multiply-disabled.

The following support services are provided:

- Trained Special Education Teachers.
- Teacher Assistants.
- Therapy staff comprising:
 1. Physiotherapist
 2. Occupational Therapists
 3. Speech Pathologists
 4. Music Therapists

Enrolments at Dandenong Valley may be sought for students residing in the following localities.

Endeavour Hills, Hallam, Dandenong, Narre Warren

North Dandenong, Berwick, Rowville, Doveton, Hampton Pk

Transport assistance to and from school is provided if the student resides within the designated transport zone.(see appendix A)

AIMS

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

IMPLEMENTATION

Student intake may be at any stage of the year and at any age level. A transition program will be undertaken to ensure student needs are identified and placement is appropriate.

CRITERIA FOR ENTRY

The eligibility for placement at Dandenong Valley SDS is as follows.

The student will:

- Have a moderate to severe intellectual disability and may also have physical and/or sensory impairments.
- Have been psychologically tested by a DEECD approved psychologist to verify such a disability and suitability for S.D.S. placement.
- Live within those areas listed above .
- Be a minimum of five years old by 30 April of the year of school entry.

ENQUIRY/ENROLMENT PROCEDURES

- The initial referral or inquiry is best made by contacting Dandenong Valley SDS directly and speaking with the Principal. However a referral can be initiated through the student's present school or pre-school .
- A visit to Dandenong Valley SDS is arranged.
- Appropriate assessments are arranged if necessary.
- If placement at Dandenong Valley SDS is the preferred option, a report recommending full or part-time placement is prepared. (This recommendation will be forwarded to DEECD for final approval for enrolment.
- This report will form the basis for a placement meeting held at the school with parents, Principal and other relevant personnel. If necessary an Educational Needs Questionnaire will be completed at this meeting. The essential purpose of the meeting however, is to plan fully to cater for the student's individual needs and prepare an appropriate educational program.
- A Student Support Group (usually comprising parents, teacher and other appropriate staff) will be formed to review and monitor the student's program on a regular basis.

DUAL ENROLMENTS

- It is a parent's choice as to which school they would like their child to attend, and this may include dual enrolment between two schools. Most commonly this is a shared time fraction between a specialist setting and a mainstream government or non-government school.
- Parents are encouraged to discuss program requirements for the child with each of the prospective schools to identify which days are most appropriate for the child to attend each of the settings. However, it is usually recommended that the child attends each of the schools on consecutive days for less disruption (ie Mon-Wed in one school, Thurs-Fri in another).
- The preferred option is for the student to be enrolled at Dandenong Valley for the larger proportion of time to ensure the student retains access to as many specialist/therapy programs as possible.

- One implication of a part time enrolment in a Special School setting is access to the specialist school transport service. As a general rule, a student is eligible for transport if they attend the special setting 3 or more days per week, however this should be discussed with the specialist school.
- PSD funding is shared between the schools as per student time fraction (except in the case where the student attends a non-government school setting as they have their own funding support processes).
- Where a student is dual enrolled, joint SSG meetings should be held with the family to ensure a coordinated approach to the child's learning.
- If the parents wish to alter the time fraction or dual enrolment arrangement, this should be done in negotiation with the schools and is usually preferred to occur at the completion of individual school terms to allow for appropriate staffing and planning to occur within the schools.

EVALUATION

The program and policy will be reviewed as part of the school's three-year review cycle to ensure that:

- the aims of the policy are appropriate to the needs of the school population
- appropriate and sufficient resources are available
- the policy reflects the School Strategic Plan

This policy was ratified by School Council on 19/03/2014

Appendix A: Dandenong Valley SDS designated transport zone

