



Officer Specialist School

ENROLMENT POLICY



Help for non-English speakers.

If you need help to understand the information in this policy please contact
Officer Specialist School

☎ **(03) 5943 2800**

🌐 **www.officerss.vic.edu.au**

BACKGROUND

Officer Specialist School provides educational programs for students who have an intellectual disability.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Specialist schools, including Officer Specialist School, have been established to cater for the specific educational needs of students with a disability or with additional needs. Under State and Federal discrimination law, specialist schools are permitted to set specific enrolment criteria and to not enrol students who do not meet these criteria.

Purpose

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Officer Specialist School and the evidence required to support applications for enrolment.

It is intended to provide clarity for the local community on the enrolment criteria and ensure a smooth and supported transition for enrolling students.

Scope

Enrolment at Officer Specialist School is based on a student's disability and associated educational needs. Subject to capacity, student intake may be at any stage of the year, providing the student is of school age and satisfies the eligibility criteria. All applications for enrolment at Officer Specialist School require regional approval.

ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Regional Director, South Eastern Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006 (Vic)*.

The enrolment criteria have been determined based on the identified education needs of students in the community. A student's enrolment will be reviewed periodically in line with their needs.

Students seeking to enrol must have:

Intellectual Disability

A diagnosis of Intellectual Disability from a registered psychologist evidenced by:

- A. Sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, (for example a full scale score of 70 or below on one of the recommended standardised individual tests of intelligence);
and
- B. Significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, (for example a Vineland Adaptive Behaviour Scales composite score of 70 or below);
and
- C. A history and evidence of an ongoing problem with an expectation of continuation during the school years.

In addition, students must meet the enrolment criteria of Officer Specialist School to enrol.

- Only students who satisfy the enrolment criteria are eligible to attend Officer Specialist School
- Eligibility is determined by an IQ assessment. Students require an IQ of 70 and below to be eligible to attend our school. Assessments must be completed to determine student eligibility, and these are arranged through the school with no cost to families.
- Because of the rapid population growth in the school area, the school is currently struggling to find enough places for eligible students within our Bus Transport Zone. We have therefore needed to place the following restrictions on enrolments:
 - We accept all enrolment requests from within the transport zone (depending on eligibility)
 - We consider requests from outside the transport zone only where there is **capacity** within the school to enrol and then on the priority order of placement: sibling and/or compassionate reasons.
- Proof of age is required. For Prep entry, students must be turning five by April 30 of the year they start school.
- Proof of address is required.
- 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,
 - revise data annually for State and Commonwealth reporting
- The principal or assistant principal will contact previous schools of 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.
- To minimise the disruption to classes and enable a positive transition for students who transfer to our school from another setting we will commence attendance at the beginning of the term if possible.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs. The Regional Director, South Eastern Victoria Region must approve

enrolments for students who do not meet the eligibility criteria.

PRIORITY ORDER OF PLACEMENT

In circumstances where the school may not have sufficient accommodation to be able to accept all applications from eligible students, the school will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

[Getting to and from school for students with disability | Victorian Government](#)

The school must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

Verification of permanent address

When assessing enrolment applications under the priority order of placement, Officer Specialist School may ask for supporting documentation to assist them in verifying a student's permanent residence.

Officer Specialist School may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence.

Documents should show the same address and parent's/carer's name as recorded on the school enrolment application form.

The school may also make the following enquiries to verify the information provided:

- a) checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- b) checking with a real estate agent to confirm a rental address
- c) for a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

Enrolment on compassionate grounds

In exceptional circumstances, a student seeking enrolment at Officer Specialist School who meets the enrolment criteria may be approved by the Regional Director Officer Specialist School Victoria outside of the priority order of placement, based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

EVIDENCE AND SUPPORTING INFORMATION REQUIREMENTS

To support a student's application for enrolment, the following evidence and supporting information should be provided:

Intellectual Disability

- a) A signed psychologist's report from within the last 24 months reporting the results of an IQ test and assessment of adaptive behaviour.

The Department provides assessment services to support specialist schools in determining whether the student meets their enrolment criteria. Department regional offices also play a role in supporting specialist schools with enrolment processes.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Enrolment: Enrolment in specialist schools | education.vic.gov.au](http://education.vic.gov.au).

COMMUNICATIONS

The Officer Specialist School enrolment policy will be made available to the school community on the school's website.

POLICY REVIEW AND APPROVAL

Policy approved by	Principal 27.4.23
Next scheduled review date	27.4.27