

ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Hume Valley School. Ph: 9309 3477

PURPOSE

The purpose of this policy is to specify entry eligibility criteria for students seeking enrolment at Hume Valley School and the evidence required to support enrolment.

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

SCOPE

Enrolment at Hume Valley School is based on a student's 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.

POLICY

BACKGROUND

Hume Valley School is a government specialist school providing educational programs for students with mild Intellectual Disability (ID). The school welcomes students from 5 to 18 years of age.

Hume Valley School has special entry criteria approved by the Minister for Education.

By law in Victoria all children aged between 6 and 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.

ENTRY CRITERIA

The following entry eligibility criteria have been specified and approved by the Regional Director, NWVR (as the Minister's delegate), in accordance with section 2.2.16(b) of the [Education and Training Reform Act 2006](#) (Vic).

The eligibility criteria have been carefully considered and determined based on data analysis of Hume Valley School's surrounding area indicating a need to support enrolments of students who fit the following criteria.

Students seeking to enrol must meet the following criteria:

1. Students must meet the criteria for the Intellectual Disability category of the Department's Program for Students with Disabilities (PSD). The criteria includes:
 - A diagnosis of a mild intellectual disability by a psychologist based on a cognitive assessment completed no earlier than two years from the application date.
 - A Vineland Adaptive Behaviour Scale score below 70.
 - A documented history of developmental delay or similar concerns.
2. Students must be at least 5 years of age by 30th April of the year in which admission is sought and have a current immunisation certificate.
3. The student must be an Australian citizen or the student must hold appropriate visas. Information regarding enrolment of overseas students may be obtained from the International Studies Unit (03) 9637 2202.

The Department will provide an external enrolment verification process to support the school in confirming students meet the above eligibility criteria.

Applications from students who do not satisfy 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 individual needs. The NWVR Regional Director, has overall authority for approving enrolments for students who do not meet the eligibility criteria. Approved enrolments may be subject to specific conditions, such as an annual review.

All students who reside in the Designated Transport Area (DTA), and who are eligible for funding under PSD – Intellectual Disability criteria, in accordance with the protocols outlined in this policy are entitled to enrol.

The Inclusion, Access and Participation Division of DET will determine eligibility. The level of support will be determined based on the documentation provided as part of the application process.

Hume Valley School will work with the parents/carers to facilitate the preparation of the application for

- For all Prep/Foundation Enrolments
- For students coming from interstate or overseas
- For students transferring from Independent or Catholic schools.

If the student is enrolled in a mainstream government school their current school will initiate assessment and complete the application to establish eligibility prior to enrolment and commencement at Hume Valley School.

PSD FUNDING APPLICATION PROCESS

As part of the funding process a Student Support Group (SSG) is formed and an Education Needs Questionnaire (ENQ) is completed. Membership of the SSG is as follows: parent/carer, principal or delegate and a Department Nominee. The ENQ summary page and supporting documentation are then forwarded to the Student Inclusion and Engagement Division of the Department. A department panel determines eligibility and the level of funding based on evidence provided. Following the determination of the panel the school is then notified of the decision regarding the application. If the student is deemed eligible for funding the enrolment may proceed. If a student is deemed ineligible they are unable to enrol at HVS.

DESIGNATED TRANSPORT AREA (DTA)

Students who attend Hume Valley School for a minimum of three days a week and live within the Designated Transport Zone (DTA), are eligible to travel to and from school on school contract buses if there are available seats.

Parents/carers of students who live outside the DTA will be referred to their nearest special school. If the parents then choose to enrol their child at HVS they will be responsible for the transport of their child to and from school. Students who live within four kilometres of the school are not guaranteed access to school contracted buses.

In circumstances in which assessments are required, students will be referred to Assessments Australia for the Cognitive and Adaptive Behaviour assessments. If speech pathology and/or occupational therapy reports are required the student will be referred to the school's therapists or a private provider.

PRIORITY ORDER OF PLACEMENT

In the event that there is a larger number of applications than the number of places available, Hume Valley School will limit enrolments to meet the designated school capacity and a waiting list.

Where there are insufficient places at the school for all students who seek entry, **students who meet the eligibility criteria** will be enrolled according to the following priority order of placement:

1. Students who are moving into the designated transport area from another special school or from a interstate.
2. Students who reside in the designated transport area and in the age of the available vacancy.

Parents/carers of students who live outside the Designated Transport Area (DTA) will be referred to their nearest special school. If the parents then choose to enrol their child at HVS they will be responsible for the transport of their child to and from school. Students who live within four kilometres of the school are not guaranteed access to school contracted buses.

Enrolment on compassionate grounds

In exceptional circumstances, a student may be enrolled in Hume Valley School based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. The school will assess and make a determination for applications on compassionate grounds on a case-by-case basis.

EVIDENCE REQUIREMENTS

To support a student's application for enrolment, the following evidence is required:

1. A cognitive assessment from a registered psychologist (and from the approved test list) with a Full Scale IQ score between 50 and 70, with a diagnosis of an ID.
2. A Vineland Adaptive Behaviour Scales (3rd Edition) with an adaptive behaviour composite of 70 or less.
3. A history of global developmental delay, or an intellectual disability.

In addition, where demand exceeds places available at Hume Valley School, the school may ask for any or all of the following documentation to support the enrolment application and an assessment against the priority order of placement:

1. Rental agreements or unconditional contracts of sale, plus
2. A copy of two of the following:
 - electoral enrolment confirmation
 - council rates notices
 - other official documentation that demonstrates permanent residency at that address such as a driver's license or health care card.

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

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

Verification of permanent address

When assessing enrolment applications under the priority order of placement, Hume Valley School may make the following enquiries to verify the information provided:

- checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office;
- checking with a real estate agent to confirm a rental address;
- checking whether the landline contact phone number provided is registered to the residence provided on the enrolment form;
- 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.

APPEAL PROCESS

Parents/carers are able to appeal against Hume Valley School's decision not to provide a placement. This can occur in relation to placements at any age level and the following process applies:

1. **Appeal to the school's placement committee and/or Principal** Appeals are to be made in writing and lodged with the Principal.

The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate.

2. **Appeal to the Regional Director**

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to: NWVR Regional Director - nwvr@education.vic.gov.au or Locked Bag 2001, Coburg, VIC 3058.

DESIGNATED TRANSPORT AREA (DTA)

Students who attend Hume Valley School for a minimum of three days a week and live within the Designated Transport Area (DTA), are eligible to travel to and from school on school contract buses if there are available seats.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read alongside and in conjunction with the following Department policies:

- [Enrolment](#)
- [Exemptions from School Attendance and Enrolment](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2022
Approved by	Acting Principal
Next scheduled review date	February 2023

This policy is subject to review by the school Principal on an annual basis, prior to the enrolment process commencing each year. Proposed updates will be made on a need's basis, with any proposed changes relating to entry criteria and priority order of placement requiring approval from the Regional Director.