



ENROLMENT POLICY: BELMORE SCHOOL

RATIONALE

Belmore School is a Department of Education and Training (DET) specialist school for students with physical disabilities and/or significant health impairments requiring regular paramedical support. The school adheres to the DET enrolment policy for entry into Victorian Government Schools, governing admissions, enrolment, the placement of students and transfers between schools.

Upon enquiry, parents and/or carers are provided with an information pack containing comprehensive documentation about the DET Program for Students with Disabilities, and the extensive educational and therapeutic programs provided to support students attending Belmore School to assist in making an informed choice of school for their child.

AIM

To provide an informed and efficient process of enrolment that satisfies the requirements of all relevant parties: parents/carers, students, school and DET.

IMPLEMENTATION

- Belmore School caters for students with a physical disability and/or health impairment requiring regular paramedical support as determined by the DET Program for Students with Disabilities. All children eligible for PSD funding support are welcome to enrol in Belmore School.
- Eligibility for PSD funding will be sought from the DET through completion and submission of the Educational Needs Questionnaire (ENQ) accompanied by supporting evidence from a paediatrician or neurologist, physiotherapist, speech pathologist, occupational therapist and other relevant professionals.
- Enrolment can only be accepted for a child who is an Australian citizen, or holds a relevant specified visa compliant with the DET International Student Program (ISP).
- Students enrolling at Belmore School are required to provide proof of age.
- Children enrolling in their first year of school are required to be aged 5 years or over by 30 April of the year of enrolment.
- In limited circumstances an exemption to minimum age requirements may be granted following submission of a written application to the North East Victoria Regional Director.
- All enrolments require completion of the DET 'Confidential Student Information Enrolment Form', with details entered immediately on CASES21. Additional school based forms are required to be completed and submitted prior to enrolment.
- An immunisation history statement from the Australian Immunisation Register must be submitted with the student enrolment forms and recorded on CASES21.
- For students seeking transfer, the Belmore School Principal will contact the Principal of the previous school to discuss the circumstances of the transfer, confirm eligibility and seek a transfer note and to discuss any academic or behavioural matters.
- Students will be allocated to a class according to a combination of age, class size and educational need.



PROCESS

Belmore School is a school for students who meet the eligibility criteria for the program category of **Physical Disability** as detailed in the following table extracted from the DET document *Program for Students with Disabilities – operational guidelines for schools*.

Physical disability

CRITERIA	EVIDENCE
A A significant physical disability; AND/OR B A significant health impairment; AND C Requires regular paramedical support.	A statement detailing the disability or health impairment from a paediatrician or relevant medical specialist; AND A statement detailing paramedical service requirements from a registered physiotherapist or occupational therapist.

Parents/carers of children who are considering enrolment are invited to contact the Principal to ascertain if their child meets the enrolment eligibility criteria for Belmore School and to arrange a personalised tour of the school.

Student enrolment can take place at any time of the school year. The Principal will support the application of enrolment and associated assessment requirements and funding application for students considered eligible for enrolment through the Program for Students with Disabilities (PSD). Students with current PSD funding can transfer into the school directly.

Upon confirmation of eligibility, enrolment requirements include:

- Completed school enrolment form
- Copy of birth certificate or passport – additional information will be required for the enrolment of overseas students.
- Copy of immunisation history statement from the Australian Immunisation Register
- Copy of medical information and relevant medical plans

Prior to commencement, an enrolment meeting will be held with parents/carers and key school personnel (Principal, Teachers, Therapists, School Nurse) to discuss important information pertinent to the child as a means to identify educational priorities, specialised support requirements and medical needs. In addition, the therapy team will meet with the child and their parents/carers to undertake a complete assessment of the child's functional ability and mealtime assistance and personal care requirements. These meetings assist school staff to develop their knowledge of the child and to commence preparation of a comprehensive individualised educational and therapeutic program to meet their needs. An interpreter will be arranged to attend as required.

Students will be allocated to a class which best suits their age and meets their educational needs. An individualised program will be developed to support each child's successful transition into Belmore School. An extensive transition process is organised during Term 4 for foundation students and new students commencing at the start of the following school year. This includes Belmore School staff liaising with the child's current early intervention program, pre-school or educational setting.

Students who live within Belmore School's designated transport zone are eligible for free DET chaperoned bus transport to and from school.



REFERENCES

DET Policy and Advisory Library – Enrolment

<https://www2.education.vic.gov.au/pal/enrolment/policy>

DET Program for Students with Disabilities (PSD)

<https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psd.aspx>

DET Policy and Advisory Library – International Student Program (ISP)

<https://www2.education.vic.gov.au/pal/international-student-program/policy>

REVIEW CYCLE AND EVALUATION

This policy will be reviewed as part of the school's review cycle, at least once every three years.

This policy was last updated on 11 September 2019 and is scheduled for review in September 2023

Approved by Principal	9 September 2020
Ratified by Belmore School Council	Not required
Ratification Date	Not applicable
Review Date	September 2023