

Enrolment Policy

All Department of Education and Training (DET) policies and protocols apply to enrolment processes at Jennings Street School. Jennings Street School supports inclusion and encourages all families to investigate the varied educational choices available, including mainstream, in order to select a school of choice that best meets the educational needs of their child.

Enrolment Context:

The *Enrolment Policy* will support Jennings Street School to develop fully as a P-12 school with a capacity to cater for 120 students with a diagnosis of autism.

The Enrolment Policy aims to provide information to families on enrolment eligibility, selection criteria and processes for the enrolment of students.

Jennings Street School has reached its enrolment ceiling. For this reason, there will be no organized school tours. When a vacancy exists, it will be managed in line with this policy.

Enrolment

- Families must provide evidence to verify their child's age at 30th April in the year commencing school.
- Enrolments can only occur if vacancies exist. A wait list is in practice, established and managed in line with the processes documented within the policy.
- When vacancies exist, Enrolment Request Forms will be processed for Prep applications by the end of November.
- Individual management processes will be coordinated to support the transition of students to Jennings Street School.

For Information on the Enrolment Process please refer to the Jennings Street School Enrolment Information form attached to this policy.

Step 1: Eligibility for Admission:

Students must meet all **Eligibility for Admission** requirements in order to submit an **Enrolment Request Form**.

Prep Enrolments and transfers:

To be eligible for admission,

- Students must be eligible for the DET Program for Students with Disabilities (PSD) under the Autism Spectrum Disorder (ASD) category;

Autism Spectrum Disorder: PSD Criteria

- (A) A diagnosis of Autism Spectrum Disorder from a multidisciplinary team (including paediatrician or child psychiatrist; psychologist and speech pathologist).

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 behaviours;

AND



(C) Significant deficits in language skills established by a comprehensive speech pathology assessment demonstrating language skills equivalent to a composite score of two standard deviations or more below the mean.

- The student must be an Australian citizen or hold appropriate visas. Information regarding enrolment of overseas students may be obtained from the International Student Program on (03) 9637 2990
- Students must reside in the South Western Victoria Region and the corresponding Designated Transport Area (DTA) if accessing government provided transport assistance.

For further information please refer to the DET website:

<http://www.education.vic.gov.au>

What is a designated transport area (DTA)?

A DTA is a geographical area in which DET provides transport assistance to a school. Transport assistance is only provided to a student whose primary place of residence is within a school's DTA. DTAs are not enrolment areas. Student's residing outside the DTA, who meet the school's enrolment criteria are eligible to enrol at any school however transport assistance will not be available to them. It is very important that every family understands that DET is unable to provide transport assistance outside the school's DTA.

A student must be enrolled for a minimum of three days a week (0.6) to be eligible to access the transport assistance. Door to door transport is not an entitlement. Parents will need to be prepared to either

- meet a transport service at one pickup /drop off location
- deliver your child to a transport service, or
- transport or accompany your child to school.

Parents are encouraged to refer to the map provided to determine eligibility for transport assistance.

Students living within the designated transport area will be given enrolment priority at Jennings Street School.

For Further information on Jennings Street School DTA Refer to:

- Jennings Street School DTA Transport Map
- *Transport Assistance to Specialist Schools – Information for family's* document.

Transfers – Change of Category to ASD:

If the prospective student is eligible for PSD in one of the other PSD categories, transfer to Jennings Street School will be considered only when a “**change of category**” to PSD–ASD has been undertaken and all other eligibility requirements met. This change of category must be managed by the existing school and enrolment to Jennings Street School will only be considered when the “change of category” has been confirmed.

If a prospective student has not yet been deemed eligible for the PSD–ASD category and is already enrolled in a DET mainstream or specialist school, that school is responsible for coordinating the process for change of category to PSD–ASD.

If the student is not enrolled in a DET school, the prospective student must enroll at their local mainstream school for the PSD-ASD application to be submitted. It is expected the student will attend their local school until documented evidence supports recommendations for an alternative educational placement.

Having sought permission from the family, the Jennings Street School Principal will contact the Principal of the student's previous school to discuss the circumstances of the transfer; including eligibility, to seek a transfer note or an immunisation certificate (if enrolling) and to ensure all relevant information in relation to learning progress and behaviour is available. 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.

Once eligibility is established,

Step 2: Important Enrolment Criteria:

Once eligibility has been established the **Enrolment Criteria** outlined below will formulate a basis for prioritising enrolment should prospective enrolments exceed the number of places available.

Priority will be given to:

- Students who live within the Designated Transport Area
- Siblings of students enrolled at Jennings Street School
- Students whose age is aligned to the vacancy in the school.

If at this point there remain more eligible applicants who meet these criteria than places in the relevant year group, students will be selected

- In order of distance from the school.

Processes:

Enrolment expectations, information and processes are attached to this policy in the **Jennings Street School Enrolment Information Package**.

- **Enrolment Request Forms** need to be completed in full.
- Prep **Enrolment Requests Forms** will be accepted in November of the year preceding the commencement of school.
- If vacancies exist, **Enrolment Request Forms** will be processed for Prep students by late November
- If **Eligibility for Admission** and **Enrolment Criteria** is satisfied, parents will be contacted to attend a meeting with the Principal and or relevant staff to verify the **Enrolment Request Form** details and attached documentation. **DET Student Enrolment Information** forms will then be completed and the students name will be formally placed on the Jennings Street School official enrolment list.
- If **Eligibility for Admission** and **Enrolment Criteria** is **not** satisfied (or complete), the rationale for this decision will be documented in writing to the parents/guardians. (Information on support networks and alternative educational opportunities will be provided.)



Program for Students with Disabilities Year 6-7 Review

To be eligible to continue at Jennings Street School students must have a diagnosis of Autism Spectrum Disorder and have current eligibility assessments that meet criteria for funding under the Autism Spectrum Disorder (ASD) criteria of the PSD.

Eligibility for the PSD will be reviewed in the year the student turns 12 (year 6 equivalent)

Evaluation

This enrolment policy will be reviewed every year or as required.

Date Implemented	January 2015
Author	Rosemary Hayes
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	18.08.2021
Responsible for Review	Policy Sub Committee
Review Date	August 2022
References	

01.2015 – v0 – date of implementation

01.06.2016 – v1 – reviewed

14.06.2017 – v2 – reviewed

13.09.2018 – v2.1 – corrected International Student Program name and contact number; updated footer; minor formatting

3.12.2019 – v3 – reviewed

12.02.2020 – v4 – corrected grammar errors; updated review box and footer

v18.08.2021 – grammar edits, change three year review to yearly review, update footer and evaluation box



Office Administration Purposes only:

Date of Receipt: _____ Received By: _____ Signed: _____

Date Processed: _____ Processed By: _____ Signed: _____

Eligible: Yes No Reason: _____

Travel distance to Jennings Street School: _____ kms

Enrolment Request Form

***Privacy Notice:** This confidential Enrolment Request Form asks for personal information about your child. The main purpose for collecting this information is so that Jennings Street School (JSS) can assess your child's eligibility for enrolment at JSS in accordance with the Eligibility for Admission and Enrolment criteria, set out in the Enrolment Policy. If you have any concerns about the confidentiality of this information please contact the Principal.*

Please Note: All information must be completed within every field under the headings Eligibility for Admission and Assessments together with support documentation in order for this application to be considered for processing. In the event that this information is not provided, the form will be returned for completion.

Eligibility for Admission:

Student Name: _____

Date of Birth: _____ Birth Certificate (presented)

Age as of 30th April commencement year: _____ years _____ months

Parent Names: _____

Home Address: _____

Home Phone No: _____ Mobile: _____

Email Address: _____

Australian Citizen: Yes No

Home Address Evidence:

Drivers Licence: **and** House Rates: **or** Utilities Account: **or** Other: _____

In receipt of PSD-ASD Funding: Yes No

To be considered for enrolment, one of the following boxes must be ticked:

Live in DTA: Yes No

Transport Assistance: **Required:** **Not required**



Assessments:

Autism Spectrum Disorder diagnosis verification:

Report: _____

Completed by: _____

Date of Completion: _____

Current PSD-ASD Resource Level: _____

Vineland Adaptive Behavior Scale^{2nd} Edition- Teacher Rating Form (VABS11TRF): _____

Copy of Assessment provided: Eligible Composite Score?

Language Skills Comprehension:

Approved Speech Assessment Provided Eligible Language Skills Composite Score?

Verification of Status:

Documentation to support Australian citizen or appropriate Visa eligibility

Current School Information:

Current School Name: _____

Best Contact Person: _____ Phone: _____

Currently enrolled in a school? Yes No

Western Autistic School transition? Yes No

In the event that my child is unsuccessful in enrolling at Jennings Street School, I would like to be registered on a waiting list, to be considered if / when a suitable vacancy arises.

Yes No

Name (Printed): _____

Signed: _____

Date: _____



Jennings Street School

Permission to Release Information / Files

Student name: _____

Date of Birth: _____

Parent /Guardian name/s: _____

I / We _____

hereby give permission for the school to release information regarding my child, including any assessments such as psychological assessments to the practitioners, agencies or services listed below:

Any agency or service

Only those listed below:

Name (printed): _____

Signed: _____

Date: _____



Informed Consent – Release of Information

I /We _____ (Parent/Guardian)

of _____ Date of birth _____

Give permission for the **Department of Education and Training Psychologist** to provide or obtain written or verbal information pertaining to my child's psychological, education or behavioural testing and or results and to liaise with my child's current or previous school or relevant agency, including hospitals (e.g. doctors, paediatricians etc.) regarding any additional information that may be required for the welfare of my child's education and development. All information will be treated in confidence.

Name (printed): _____

Signed: _____

Date: _____

Transfer of Psychology File

To the Principal /Psychologist of

_____ (previous school)

Please Transfer the confidential Student Support Services Psychology / Speech files for the above student at your earliest convenience as the student is now attending **Jennings Street School**, 4 Jennings Street, Laverton Victoria 3028.

Regards,

Name (printed): _____

Signed: _____

Date: _____