



# Enrolment Policy

Yarra Ranges Special Developmental School (YRSDS) is a select entry specialist school with an enrolment policy legislated by the State government through the Department of Education & Training. Within these guidelines we provide guidance and support to assist parents and carers to make an informed decision. We do this by providing information about the education system as it relates to special needs and the services we provide including curriculum, staffing, support resources, administrative requirements, costs and transport arrangements. The school has a designated transport zone (DTA) entitling eligible students residing within the DTA to free bus travel on school buses contracted through private companies. Eligible students residing outside the DTA zone may be enrolled however they will not be able to access the bus service.

## **Guidelines**

As a prescribed Special Developmental School we cater for students with a moderate to profound intellectual disability as diagnosed by an accredited psychologist or psychiatrist as follows:

- FSIQ below 55 measured on the age appropriate Wechsler test and
- a Vineland ABS of 70 or below along with
- a summary statement by the testing psychologist or psychiatrist

Students with a dual diagnosis:

For students with a dual diagnosis of disabilities, an appropriate specialist setting may be influenced by:

- the disability judged to be the primary disability
- the category of disability that the PSD application is submitted under and meets eligibility criteria for
- the availability of a placement at a specialist school.

**Inclusion Units**

Students with a mild intellectual disability are also eligible to attend the satellite unit at Healesville Primary School or the Inclusion Unit at Healesville High School.

**Dual Enrolment:**

Dual enrolment is when parents decide that their child would benefit from attending a specialist school and regular school on a part time basis. YRSDS works cooperatively with the partner school to provide a cohesive education. When both are government schools the PSD funding is shared between them depending on the time fraction at each.

### Alternative and Functional Placements:

In exceptional circumstances approval may be granted to enrol at YRSDS by the Regional Director for students who do not fit our enrolment criteria. The process to gain approval is as follows:

- request in writing to the school by parent/guardians
- considered by the principal, who must make a written recommendation for consideration by the regional director
- forwarded to the relevant regional director, with all supporting documentation attached, via email
- assessed by the regional director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved or not approved in writing by the relevant regional director. The regional office should notify both the parent and school of the decision.

### Information required for Enrolment

YRSDS enrolment forms must be submitted to the office prior to the student commencing school. Enrolment forms must include:

- date of birth (note: evidence of date of birth can be official, such as a birth certificate or where this is not able to be produced, unofficial, such as a doctor's note attesting to a child's age).
- names and addresses of the student and enrolling parent or guardian
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school and the student's current year level, where students transfer from another school.

### Early Education

YRSDS Early Education Program is available for children aged two years and eight months who have a delay in two or more areas. With supporting documentation from a doctor or paediatrician with a diagnosis or stating that the child has a developmental delay in two or more areas they may be eligible to attend our Early Education program for up to two years.

**Review Cycle: This policy was last updated on 27/06/2018 and is scheduled for review in June 2020**