



Baringa Special School  
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## ENROLMENT POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Baringa School on (03) 51271744.

### PURPOSE

The purpose of this policy is to specify entry eligibility criteria for students seeking enrolment at Baringa Special 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 Baringa Special 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

Baringa Special School is a government specialist school providing educational programs for students with a mild intellectual disability. The school welcomes students from 5 to 18 years of age.

Baringa Special School has special entry criteria approved by the Minister for Education. The school has been designed with flexibility to allow it to operate to meet the diverse needs of students with a mild intellectual disability.

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.

## **ELIGIBILITY CRITERIA**

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

Students seeking to enrol must have a diagnosis for a mild Intellectual Disability from a registered psychologist (I.Q range between 50-70).

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 Regional Director, South Eastern Victoria Region 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.

## **PRIORITY ORDER OF PLACEMENT**

In the event that there is a larger number of applications than the number of places available, Baringa Special School will limit enrolments to meet the designated capacity. The number of available places has been determined in proportion to the school's design and capacity.

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 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.

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.

## **Enrolment on compassionate grounds**

In exceptional circumstances, a student may be enrolled in Baringa Special 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 should be provided:

- a signed psychologist's report from within the last 24 months reporting the results of an IQ test;

If a student does not have a current assessment, the school may refer the student to Assessments Australia to enable the assessment to be completed.

In addition, where demand exceeds places available at Baringa Special 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, Endeavour Hills Specialist 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 Baringa Special 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:

[sevr@education.vic.gov.au](mailto:sevr@education.vic.gov.au)

or

Regional Director, South-Eastern Victoria Region  
PO Box 5, Dandenong, VIC 3175

## COMMUNICATION

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

- Made available publicly on our school website
- Included in the schools newsletter
- 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	March 2022
Approved by	Principal – Kelly Methers
Next scheduled review date	December 2024

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.

## APPENDIX A: ENROLMENT TRANSITION PROCESS

The decision to enrol at Baringa School is ultimately a family choice. Enrolment may be on a fulltime basis or part time, with enrolment shared between Baringa School and a mainstream school.

Parents are encouraged to visit and tour the school when considering their child's educational placement. They may visit the school a number of times. Family members, friends, and professionals are welcome to visit to support the family's decision.

The child is encouraged to visit and tour the school after the parent tour.

After a family has made a decision to enrol their child, a Student Support Group Meeting (SSG) is held to share information relevant to the child's education. (Please refer to the current year's PSD guidelines handbook).

Input from the child's current school/kindergarten is strongly encouraged and comes in the form of professionals attending the meeting and/or providing relevant paperwork. Input from therapists, medical professionals and support workers who have worked / are working with the child is also sought.

Baringa School staff may visit the child in their current educational setting to make observations.

Student classroom placement and key learning objectives are identified. Appropriate structures are put into place to support the student's educational, social, emotional and physical needs and to ensure the safety of all students and staff.

The student participates in a transition program. Transition programs are individualised to meet student, family and school needs.