

FRANKSTON SPECIAL DEVELOPMENTAL SCHOOL

ENROLMENT POLICY

PURPOSE

The purpose of this policy is to ensure that Frankston Special Developmental School (FSDS):

- Enrols eligible students
- Maintains enrolment data
- Maintains a custodial role over enrolment data

SCOPE

This policy applies to all new and existing students.

POLICY

- Only students who satisfy the enrolment criteria are eligible to attend Frankston SDS
 - Eligibility is based on an IQ assessment. Students require an IQ of 50 and below
 - Students enrolling in our Early Education Program require evidence to support a disability
- Proof of age is required:
 - Prep entry: students must be turning five by April 30 of that year
 - Early Education program: students must be 3.8 years at the beginning of the school year
- Our early education program requires a dual enrolment with Frankston City Council. Families are encouraged to register their interest in the East Karingal Kindergarten Program with both FSDS and the Council
- Families are required to complete Department of Education & Training enrolment forms which are uploaded onto CASES 21
- The school will ensure that enrolment data is maintained through the following processes:
 - ensure all enrolments forms are returned and signed by families upon enrolment
 - update information when changes occur
 - review data half yearly, specifically parent/guardian contact information, see: *CASES21 Administration User Guide for guidance including processes for generating the Student Enrolment Information Form and Student Information Full Details Report*, see: *CASES21*
 - revised annually for State and Commonwealth reporting
- The principal will contact principals of previous schools of students seeking transfers to discuss the circumstances of the transfer; to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural matters. The principal has the authority to defer admission in order to arrange these matters.

- Priority for enrolments will be given to students who reside within the school's designated transport zone. Students in our Early Education Program are not eligible for bus transport.
- Students will be allocated to classes according to a combination of class size, student's needs and chronological age.

Links	Policy: Student Engagement and Wellbeing, Statement of Values and School Philosophy
Author	Assistant Principal
Reviewed	June 18
School Council Approval	n/a
Next review date	June 22
References	DET Website: Supporting Students with Additional Learning Needs