

## ENROLMENT POLICY

### Context

Eastern Ranges School develops and implements innovative and specialised programs that focus on the needs of students with an Autism Spectrum Disorder, an associated intellectual disability and a language disorder. Our programs are informed by current research and are embedded in best practice that prepares our students and their families for the future

### Rationale

The purpose of this Enrolment Policy is to explain Eastern Ranges School policy and processes for managing applications for enrolment to our school. This includes explaining enrolment eligibility criteria, as well as how the school manages enrolment applications when there are insufficient places at the school for all eligible students who seek entry.

### Eligibility Criteria

In order to be eligible for enrolment at Eastern Ranges School, applicants must meet all of the following criteria:

- A diagnosis of Autism Spectrum Disorder.
- A Vineland Adaptive Behaviour scale of two or more standard deviations below the norm.
- A receptive and expressive language disorder of two or more standard deviations below the norm **or** a severe pragmatic language disorder.
- A cognitive assessment of two or more standard deviations below the norm.
- A permanent residence within the School's Designated Transport Area.

Students can only be enrolled if a place is available in the relevant year level and the student can meet the eligibility criteria above.

### Priority Order of Placement

Where there are insufficient places at the school for all eligible students who seek entry, students are enrolled in order of proximity to the school, based on their permanent residence. Proximity is determined by measuring as the crow flies.

### Designated Transport Area

The Designated Transport Area (DTA) defines the geographical area surrounding Eastern Ranges School within which DET provides transport assistance to enrolled students. The DTA also defines the enrolment zone for Eastern Ranges School.

A map of Eastern Ranges School's DTA is available on our website at the following link:

<https://easternrangesschool.vic.edu.au/about-our-school/#enrolments>

## Enrolment Application Process

Families seeking to enrol a student in Eastern Ranges School must:

1. Complete the *Application for Enrolment* form, available from the school office.
2. Submit the *Application for Enrolment* form to the Enrolment Officer along with the following supporting documentation:
  - a) A multidisciplinary diagnosis of an Autism Spectrum Disorder containing:
    - **A paediatrician/psychiatrist report** confirming a diagnosis of ASD
    - **A signed speech pathology report** containing a current comprehensive speech pathology assessment (not more than one year old)
    - **A signed psychology report** containing a current Vineland Adaptive Behaviour Scale (not more than one year old) and a current Full Scale IQ (FSIQ) Assessment (Not more than two years old)
  - b) A copy of a rental agreement or unconditional contract of sale plus a copy of two of the following:
    - Electoral enrolment confirmation
    - Utility bill
    - Council rates notice

Please note that enrolment applications will not be considered until all required documentation has been submitted.

When assessing enrolment applications, Eastern Ranges School staff may make the following enquiries to verify the information provided about a student's permanent residence:

- Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- Checking with a real estate agent
- Checking whether the contact landline 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.

Please also note that if, after reasonable enquiries, the Principal does not accept that the address provided on the enrolment application form is the genuine permanent residence of the student, the enrolment application may not be successful.

## Privacy

Eastern Ranges School manages all personal and health information in accordance with Victorian privacy laws and the Department of Education and Training Schools' Privacy Policy, available at the following link: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

## Policy Review and Evaluation

This policy was last updated on 10<sup>th</sup> August 2018 and is scheduled for review in August 2019.