

ENROLMENT POLICY

KATANDRA SCHOOL

NOVEMBER 2020

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RATIONALE

All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIMS

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

IMPLEMENTATION

In order for students to be enrolled at Katandra School, eligibility for the Program for Students with Disabilities (PSD) needs to be established in the category of Intellectual Disability.

If the student is already on the PSD in the category of Intellectual Disability, and the student attends another Government school, the student can be simply transferred across to our school.

All children who are eligible to attend a Specialist school for students with intellectual disabilities are welcome to attend our school. The school caters for students with an intellectual disability (FSIQ Between 50-70) as determined by the Department of Education and Early Childhood Development's Program for Students with Disabilities.

Students can enrol at Katandra from the year that they turn 5 years old, and their final year of schooling at Katandra will be the year that they turn 12, regardless whether their DOB is in January or December.

Note: Students are required to attend year 7 at the age of 13 so they are able to participate in a full secondary program, as students graduate from year 12 the year they turn 18 years old

Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate.

A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided along with evidence of disability eligibility.

Other parents seeking early age entry for their children must make a written application to

the Regional Director.

Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.

All enrolments will require the completion of the DEECD 'Confidential Student Information Enrolment Form', with details entered immediately on CASES 21.

The Principal or their nominee will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to confirm eligibility, 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 for one school day in order that enquiries of the previous school are carried out in the interests of the student.

Students will be allocated to classes according to a combination of class size and student need.

It is important that students are involved in a positive transition program into Katandra School. The Transition includes a tour of the school and a half day visit to a suitable classroom. The transition program may also involve a gradual transition into full time attendance and may involve some therapy or behavioural assessments. For Prep students and any other student who requires one, a social story will be developed to support the student's transition. At the end of the school year Katandra also has a transition program called 'Head Start' where all students transition to classes for the following year. New students are also invited to attend the 2 week Head Start program.

You do not need to live in the school zone to attend Katandra School. However, you can only access the free DET bus transport to and from school if you live inside the zone. Many families choose to send their child to Katandra School from out of the zone and drive them to and from school.

REVIEW CYCLE

This policy will be reviewed as part of the school's review cycle, at least once every two years.

This policy was amended on November 16th 2020 and to be reviewed 2022

This Code of Conduct or Policy was endorsed/approved by the Katandra School Council on November 2020 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	November 2020
Author	Rhett Watts
Approved By	School Council
Approval Authority (Signature & Date)	School Council President: Kellie Easton Signature Date
Date to be Reviewed	November 2022
Responsible for Review	Rhett Watts, Thomas Cazaly
References	Victorian Government Schools Reference Guide