

ELEVATION SECONDARY COLLEGE

Specialist Provision Enrolment Policy

BACKGROUND

Elevation Secondary College is one of the Supported Inclusion Schools (SIS) that aims to increase the opportunities for students with disabilities to attend a school closer to home, study alongside fellow mainstream students and access specialist infrastructure and specialist teaching expertise, in circumstances where they may otherwise attend a specialist setting.

Purpose

The purpose of this policy is to specify entry criteria for enrolment in Elevation Secondary College's Specialist Provision for students with a disability. This policy also sets out the evidence required by Elevation Secondary College to support enrolment.

Scope

Elevation Secondary College is dually registered as a mainstream school and a specialist school. This policy applies only to students seeking enrolment under the Elevation Secondary College's Specialist Provision for students with a disability.

Students residing in the designated neighbourhood zone who meet the eligibility criteria for the Specialist Provision will count towards the total of 100 places, with any remaining places available for students with disabilities from outside the designated neighbourhood zone who meet the eligibility criteria.

This policy does not apply to students who permanently reside within the School's designated neighbourhood zone and do not have a disability as identified under the below eligibility criteria.

ELIGIBILITY CRITERIA

The eligibility criteria has been specified and approved by the Regional Director, North Western Victoria Region, in accordance with section 2.2.16 of the *Education and Training Reform Act 2006* (Vic).

The eligibility criteria has been carefully considered and determined based on data analysis of Elevation Secondary College's area indicating a need to support enrolments of students who fit the following criteria.

Students seeking to enrol under the Specialist Provision must have a diagnosis for **Intellectual Disability**, evidenced by:

- a) sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence;
 - b) significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour;
- and

- c) a history and evidence of an ongoing condition with an expectation of continuation during the school years.

Under exceptional circumstances, applications from students who do not satisfy the above criteria will be accepted on a case by case basis by the Principal in consideration of the student's individual needs.

PRIORITY ORDER OF PLACEMENT

In the event that there is a larger number of applications than the number of places available, Elevation Secondary College will limit enrolments to meet the designated capacity of 100 places in the Specialist Provision. The number of available places has been determined in proportion to the School's design and capacity, and will be reviewed as needed.

Where there are insufficient places at a school for all students who seek entry in the Specialist Provision, students who meet the eligibility criteria will be enrolled within the cap according to the following 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.

In exceptional circumstances, compassionate grounds will also be considered.

Siblings who do not meet the eligibility criteria will be considered in line with the Department's Placement Policy for designated neighbourhood schools.

EVIDENCE REQUIREMENTS

To support your application for enrolment, please provide the following evidence:

1. a signed psychologist report from within the last 24 months (including a comprehensive report of a Vineland Adaptive Behaviour Scale assessment) if the primary disability is intellectual disability;
or
2. a statement from a paediatrician if the student has profound disabilities including intellectual disability.

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.

Verification of supporting documentation

When assessing enrolment applications, Elevation Secondary College may make the following enquiries to verify the information provided in relation to the above evidence:

- a) Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office;
- b) Checking with a real estate agent to confirm a rental address;
- c) Checking whether the contact phone number provided is registered to the residence provided on the enrolment form;

- d) 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; or
- e) For applications relying on school or university certificates, checking with the relevant school/university for confirmation of enrolment.

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 and students who wish to challenge the outcome of their enrolment application must follow the steps outlined below.

In the case of appeals regarding Year 7 placements, there is a set date by which time any appeals must be lodged, which will be outlined on the Application for Year 7 Placement form.

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, North Western Victoria Region

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:

Regional Director, North Western Victoria Region
Locked Bag 2001
COBURG VIC 3058

EVALUATION AND REVIEW

This policy was last updated on 21 November 2019.

This policy is subject to review prior to the end of each term. Updates may be made on a needs basis throughout the term, with any proposed changes requiring approval from the Regional Director, North Western Victoria Region.