



Enrolment Policy

At Burwood East Special Developmental School (BESDS), we consider the health, safety and wellbeing of all children and young people to be our highest priority. We strive to ensure the safety and wellbeing of children and young people at our school at all times. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously and consistently. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

Rationale

BESDS is a select entry specialist school with an enrolment policy legislated by the State government through the Department of Education and Training. Within these guidelines we provide guidance and support to assist parents and guardians to make an informed decision. We do this by providing information about the education system as it relates to special needs and the services provided including curriculum, staffing, support resources, administrative requirements, costs and transport arrangements.

Guidelines

As a prescribed Special Developmental School, we provide schooling for students with moderate to severe intellectual disability as diagnosed by an accredited psychologist or psychiatrist as follows:

- FSIQ below 55 measured on the age appropriate Wechsler test and
- a Vineland Adaptive Behaviour Score of 70 or below along with
- a summary statement (indicating intellectual disability) written by the testing psychologist or psychiatrist

To enrol or transfer across specialist school settings, parents and carers may be asked to supply copies of in-date cognitive reports. Cognitive assessments retain validity for two years from the date of assessment.

Students with a dual diagnosis

For students with a dual diagnosis of disabilities, an appropriate specialist setting may be influenced by:

- the disability judged to be the primary disability
- the category of disability that the PSD application is/was submitted under and subsequently, on successful outcome, meeting eligibility criteria for placement at the specialist school.



Dual Enrolment

Dual enrolment is when parents decide that their child would benefit from attending a specialist school and a mainstream school. BESDS works cooperatively with the partner school to provide a cohesive education. When both are government schools the PSD funding is shared between them depending on the time fraction the student spends at each school.

Alternative (with PSD funding but not meeting the school's enrolment policy) and Functional Placements (without any form of funding).

In exceptional circumstances approval may be granted to enrol at BESDS by the Regional Director for students who do not fit our enrolment criteria. The process to gain approval is as follows:

- request in writing to the school by parent/guardians
- considered by the principal, who must make a written recommendation for consideration by the Regional Director
- forwarded to the relevant Regional Director, with all supporting documentation attached, via email
- assessed by the Regional Director, who must consider eligibility, the principal's recommendation and all other relevant circumstances, and make a decision regarding the application
- approved in writing by the relevant Regional Director. The regional office will notify both the parent and school of the decision.

Supporting parents with enrolment processes

As part of the transition process to a Specialist setting, parents and guardians are advised to visit the range of Specialist Schools for which their child may be eligible, in order to make an informed decision. In cases where the parent/guardian requests enrolment at a school where agreement is not reached with the Principal of that school, the following process is recommended:

1. A Student Support Group meeting is called with the following possible representatives:
 - the current class teacher
 - Principals from possible prospective schools, [i.e. the school for whom the child is eligible & the requested school]
 - parent/carer
 - appropriate allied health professionals
 - Regional representative/s
2. The agenda for that meeting should be based around:
 - up to date reports presented to the selected Specialist School
 - the strengths of the student
 - challenges for the student



- how the student would be supported at the school (to overcome/manage these challenges)
- the amount of reasonable adjustment needed to ensure a successful placement of the student
- a determined timeframe for monitoring progress of student
- a date is set for a further meeting to make a decision regarding the student's ongoing enrolment

Enrolment in our Early Education Program

BESDS Early Education Program is available for children aged two years and eight months who have a development delay in two or more areas.

For enrolment, parents must provide supporting documentation from a paediatrician with a diagnosis stating that the child has a developmental delay in two or more areas.

Children may attend the program for up to two years but cannot attend beyond the legal age for schooling.

A child may attend one specialist school Early Education Program. Children can still attend other early childhood education programs on other days.

Bus transport to and from school

The school has a designated transport area (DTA) entitling eligible students residing within the DTA to free bus travel on school buses contracted through private companies. Eligible students residing outside the DTA may be enrolled at the school, however they will not be able to access the bus service. If a student is dual enrolled, the majority of the enrolment (i.e. at least 3 out of 5 school days) must be at the specialist school setting to maintain a seat on the school bus runs. To use the school buses, students must travel safely at all times.

Documentation required for Enrolment

BESDS enrolment forms must be submitted to the office prior to the student commencing school. Other documents required

- date of birth (note: evidence of date of birth must be official, such as a birth certificate or passport and visa).
- names and addresses of the student and enrolling parent or guardian
- details of medical and other conditions that may require special consideration
- emergency telephone numbers, including a nominated doctor
- an Immunisation History Statement from the Australian Immunisation Register
- the name of the previous school and the student's current year level, where students transfer from another school.