MERRI RIVER SCHOOL

ENROLMENT POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact the principal.

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, parents, and the school.

IMPLEMENTATION

All children who are eligible to attend a Specialist School are entitled to attend our school. The school caters for students with an intellectual disability from Prep to Year 12 (18 Years of age) as determined by the Department of Education and Early Childhood Development's Program for Students with Disabilities as follows:

> *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 standardized individual test of general intelligence (ie. Full IQ score of 70 or below);*
>
> *AND*
>
> *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 problem with an expectation of continuation* during the school years.

- Parents seeking enrolment at our school of a child who does not satisfy the intellectual disability requirement may, through the principal, seek approval from the Regional Director for an enrolment to take place.
- 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 of 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 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 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.

This policy can be found along with how to enrol at merrirs.vic.edu.au

This policy will be communicated to staff and parents in the following ways:

- Staff handbook/manual - for staff managing enrolment issues
- Staff briefing/meeting as required
- Parent information nights
- Newsletters

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2028