ENROLMENT FOR STUDENTS WITH DISABILITY

ENROLMENT IN LOCAL SCHOOLS

Students with disability can apply to enrol in their local school, in which case the *Enrolment Procedures* are applied (refer to section 3.4).

Principals may seek the advice of the Schools of Special Educational Needs or the School Psychology Service regarding teaching and learning adjustments.

Principals may refer to the *Student Health Care Policy* for the development of health care plans.

Information for schools regarding the Individual Disability Allocation for eligible students with disability is available on the Disability Resourcing website..

Students with Autism Spectrum Disorder or hearing impairment may be eligible to participate in specialist provision. Principals may seek the advice of the Schools of Special Educational Needs regarding eligibility and provision.

ENROLMENT IN EDUCATION SUPPORT FACILITIES, INCLUDING LOCAL PLACEMENT

Students with disability can apply to enrol in education support facilities including education support centres, education support schools, or inclusive schools with specialist facilities.

Standard enrolment

Education support facilities may offer enrolment to students in the following diagnostic disability categories:

- Students with an Intellectual Disability or Global Development Delay and who are eligible for an Individual Disability Allocation under this category.
- Students with eligibility for an Individual Disability Allocation for Autism Spectrum Disorder and a demonstrated high educational need.

Enrolment through local placement

Where a student does not meet the criteria for standard enrolment in education support facilities but demonstrates high educational need, local placement in an education support facility of up to one year is permitted to address identified personal needs with the expectation that the student returns to their local school.

Students with eligibility for an Individual Disability Allocation for Severe Mental Disorder or Physical Disability and demonstrated high educational need that cannot be met at their local school may be considered for local placement.

Local placement in an education support facility is subject to:

- sufficient available accommodation in existing infrastructure and consideration of accommodation requirements for eligible students transferring during the year;
- case management involving the principal, parents, Senior School Psychologist and/or Lead School Psychologist;
- appropriate documentation of the approval decision and sign off by the Regional Executive Director;
- annual review of the appropriateness of the educational program and the local placement; and

- all decisions to be capable of review.

Where existing infrastructure does not allow the student to be accommodated, the principal should decline the enrolment through local placement. The principal may assist to facilitate the enrolment of the student at another school.

Where the student has an eligible diagnosis for an Individual Disability Allocation the resource allocated to the education support facility will be in accordance with the checklist submitted. Students under local placement receive the same resourcing they would if they were in a local school.

Appropriate documentation to support a local placement includes:
- a school psychologist's report;
- a summary of adjustments, interventions and support services offered at the local school;
- documented plans from the education support facility describing the program that will be offered, outcomes expected and review timelines;
- placement review timeline to be coordinated and documented by the case manager in liaison with the education support principal; and
- a placement agreement signed by the local school principal, education support principal, parent/caregiver, professional leader/lead school psychologist and relevant internal or external stakeholders.

Kindergarten (pre-compulsory schooling)
Education support schools, education support centres and inclusive schools with specialist facilities may offer enrolment to Kindergarten students through the standard enrolment process or local placement where accommodation is available in existing infrastructure.

Where the student cannot be accommodated, the principal should facilitate the enrolment of the student at another school.

Pre-primary (compulsory schooling)
Education support schools and inclusive schools with specialist facilities offer enrolment to Pre-primary students through the standard enrolment process or local placement.

Education support centres may offer enrolment to Pre-primary students through the standard enrolment process or local placement where there is accommodation available in the centre's existing infrastructure. Where existing infrastructure does not allow the student to be accommodated, the principal should facilitate the enrolment of the student at another school.

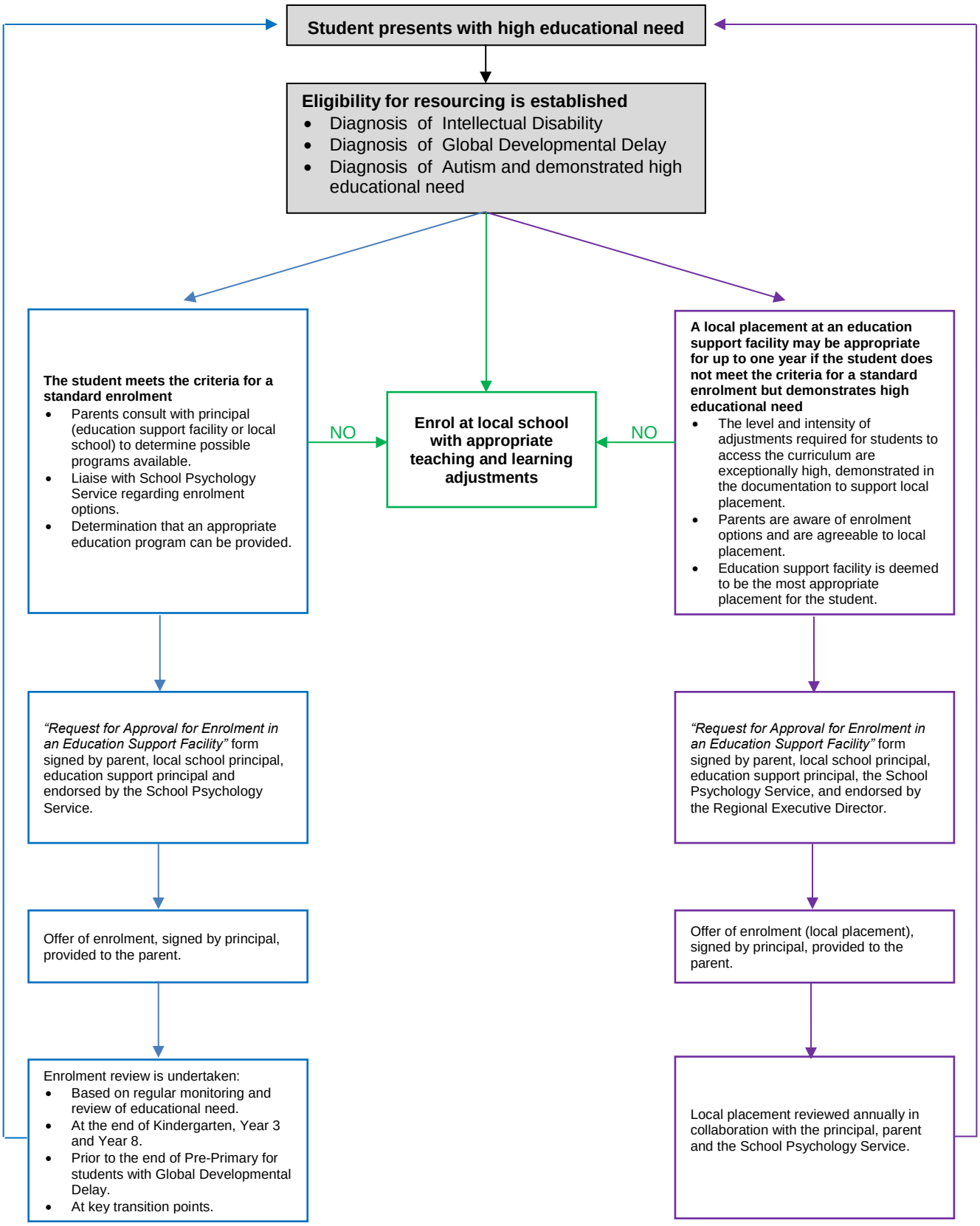
Enrolment review
- The principal is responsible for enrolment reviews for students with disability.
- The review of enrolments coincides with the compulsory review of the Individual Disability Allocation. For most diagnostic categories, this occurs towards the end of Kindergarten, Year 3 and Year 8. The enrolment review for students with Global Developmental Delay occurs in the second half of Pre-Primary.
- The enrolment review process is based on regular monitoring and review of educational need.
- Exceptional circumstances or cases may warrant an enrolment review at times other than those stated above. Enrolment reviews can be requested by key stakeholders (parents, teachers, administrators, school psychologists).

- Enrolment review is recommended for key transition points, which includes student transition between education settings. When students transfer to another education support facility an application for enrolment is required to be completed and signed by all stakeholders.

Parent involvement and informed decision making

- Collaborative decision making and the provision of informed consent by parents is essential in the education support enrolment process.
- It is the responsibility of the principal or delegate of the current school (if the student is currently enrolled in a WA public school) to ensure an informed enrolment request is made on behalf of the parents.
- A Request for Approval for Enrolment in an Education Support Facility must be completed when applying to enrol at an education support facility, when transferring between education support facilities, or when applying for local placement.

REQUEST FOR APPROVAL FOR ENROLMENT IN AN EDUCATION SUPPORT FACILITY



Department of Education

REQUEST FOR APPROVAL FOR ENROLMENT IN AN EDUCATION SUPPORT FACILITY

Where a student demonstrates an exceptionally high educational need, placement in an education support setting may be permitted if it is agreed by the parent, education support facility principal and School Psychology Service.

The principal is responsible for facilitating enrolment reviews in collaboration with the parent and senior school psychologist or lead school psychologist.

In the case of enrolment through local placement, endorsement by the Regional Executive Director is required. Should a local placement be made, this does not guarantee additional resourcing. Resourcing is equitable to what would be provided in a local school.

Student Details	
Student's Name:	Date of request:
Date of Birth:	Gender: ☐ Male ☐ Female
Student's Residential Address:	
Parent Details	
Name(s):	Relationship to student:
Title and name of person(s) mail is to be addressed to:	
Postal Address (if different to student's residential address):	
Phone (Wk):	Phone (Hm):
Phone (Mob):	
Current School Details	
Current School:	Current Year Level:
School Address:	Phone:
Principal:	Teacher:
Key person who collaborated with the parent on this request (name and role):	
Enrolment Request Details	
Date enrolment requested from:	
Enrolment review date :	
Enrolment request location:	

PARENT TO COMPLETE	
Have the following options and resources been discussed with you?	***Have you:***
☐ Local school enrolment	☐ Been informed of the process for applying for enrolment?
☐ Education support centre	☐ Visited the school/centre you would like your child to enrol at?
☐ Education support school	☐ Understood that education support enrolments are subject to review?
☐ Transport	☐ Understood that if transport is offered it will be according to the Public Transport Authority?
☐ Individual disability allocation	☐ Understood that Local Placement does not guarantee additional resourcing? Resourcing is equivalent to what would be provided in a mainstream school.
☐ Statewide Specialist Services	☐ Been happy with the quality of information provided to you?

I am requesting approval for my child to enrol at an Education Support Facility because

_____

_____

_____

_____

I would like to make an application for enrolment at _____.
I understand that this application for enrolment does not guarantee placement in my preferred facility or supplementary resourcing.

☐ I understand that this is a standard enrolment and will be reviewed _____(DATE)

OR

☐ I understand that this is a local area placement and will be reviewed in 12 months

Parent Name and Signature: _____ Date: ___/___/____

Principal's Name and Signature: _____ Date: ___/___/____

Attached:
- ☐ Detailed School Psychologist Report
- ☐ Details of the local placement program
- ☐ Other

Office use only

Endorsement by Lead School Psychologist

_____	_____	___/___/___
Name	Signature	Date

Endorsement by Regional Executive Director (Local Area Placement only)

_____	_____	___/___/___
Name	Signature	Date

LETTER TEMPLATE FOR LOCAL PLACEMENT

Parent
Address
Address

Dear Parent

Thank you for your interest in enrolling <<Insert Student name**,** DOB>> at <<Insert school name>>.

I am pleased to inform you that after a thorough assessment through the Local Placement Process <<Insert student name>> is now eligible to enrol at <<Insert School Name>>*.*

The local placement process enables students with high educational needs to enrol in an education support facility where they do not meet current criteria for education support placement. This provides access to our specialised programs, however the level of resourcing is equitable to what would be provided in a local school.

A review of the local placement for <<Insert student name>> will be facilitated by the school within 12 months with the expectation that <<Insert student name>> will return to their local school.

Please contact <<Insert contact name>> on <<Insert contact number>> to proceed with the enrolment.

We look forward to having <<Insert student name>> at <<Insert school name>>.

Yours sincerely

XXX
PRINCIPAL

Date

c.c. Lead School Psychologist
c.c. Principal XXXXX School (Local school)

SAMPLE LETTER FOR STANDARD ENROLMENT

Parent
Address
Address

Dear Parent,

Thank you for your interest in enrolling <<Insert Student name**,** DOB>> at <<Insert school name>>.

I am pleased to inform you that <<Insert student name>> is now eligible to enrol at <<Insert School Name>>*.*

A review of the enrolment for <<Insert student name>> will be facilitated by the school by <Date>.

Please contact <<Insert contact name>> on <<Insert contact number>> to proceed with the enrolment.

We look forward to having <<Insert student name>> at <<Insert school name>>.

Yours sincerely

XXX
PRINCIPAL

Date

c.c. Principal XXXXX School (Local school)

Document Control		
Date	**Version**	**Comment**
January 2015	1.3	Updated to align with the student-centred funding model, remove references to Schools Plus and education need (EN) and clarify enrolment through local placement.
March 2015	1.4	Replace Schools Plus web link with the new Disability Resourcing link. Separate Intellectual Disability and Global Developmental Delay. Specify signature of the Lead School Psychologist on the request to enrol form.