

Heatherwood School

Enrolment Policy

BACKGROUND

Heatherwood School provides educational programs for students with disability and high needs [who have a mild intellectual disability]. Heatherwood is a secondary specialist school for students aged between 12 – 18 years of age. Heatherwood provides specialist programs for students who are deemed not able to maximise learning opportunities in mainstream secondary schools due to learning difficulties.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Specialist schools, including [Heatherwood], have been established to cater for the specific educational needs of students with a disability or with additional needs. Under State and Federal discrimination law, specialist schools are permitted to set specific enrolment criteria and to not enrol students who do not meet these criteria.

Purpose

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Heatherwood School and the evidence required to support applications for enrolment.

It is intended to provide clarity for the local community on the enrolment criteria and ensure a smooth and supported transition for enrolling students.

Scope

Enrolment at Heatherwood School is based on a student's disability and/or identified educational needs. Subject to capacity, student intake may be at any stage of the year, providing the student is of school age and satisfies the eligibility criteria. All applications for enrolment at Heatherwood School require regional approval.

ENROLMENT CRITERIA

The following enrolment criteria have been specified and approved by the Regional Director, North Eastern Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

The enrolment criteria have been determined based on the identified education needs of students in the community. A student's enrolment will be reviewed periodically in line with their needs.

Students seeking to enrol must have:

Intellectual Disability

A diagnosis of **Mild Intellectual Disability** from a registered psychologist evidenced by:

- A. Sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations below the mean score on a standardised individual test of general intelligence, (i.e. a full-scale IQ score of between, and including 50 to 70)
and
- B. Significant deficits in adaptive behaviour established by a composite score of two standard deviations below the mean on an approved standardised test of adaptive

behaviour (i.e. a Vineland Adaptive Behaviour Scales composite score of between, and including 50 to 70)

and

- C. A history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs. The Regional Director, North Eastern Victoria Region must approve enrolments for students who do not meet the eligibility criteria.

Verification of permanent address

When assessing enrolment applications, Heatherwood School may ask for supporting documentation to assist them in verifying a student's permanent residence for access to DET (Department of Education & Training) transport support.

[Getting to and from school for students with disability | Victorian Government](#)

Enrolment on compassionate grounds

In exceptional circumstances, a student seeking enrolment at Heatherwood School who doesn't meet the enrolment criteria may be approved by the Regional Director, North Eastern Victoria Region, based on compassionate grounds. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

EVIDENCE AND SUPPORTING INFORMATION REQUIREMENTS

To support a student's application for enrolment, the following evidence and supporting information should be provided:

Intellectual Disability

- a) A signed psychologist's report from within the last 24 months reporting the results of an WISC assessment
- b) A signed psychologist's report from within the last 12 months reporting the results of a Vineland 3 (Teacher Comprehensive) assessment
- c) A signed diagnosis of a mild intellectual disability

The Department provides assessment services to support specialist schools in determining whether the student meets their enrolment criteria. Department regional offices also play a role in supporting specialist schools with enrolment processes.

NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal a specialist school's enrolment decision should lodge a written appeal with the school. The Department will contact parents/carers with further information after an appeal is lodged.

COMMUNICATIONS

The Heatherwood Schools' enrolment policy will be made available to the school community on the school's website.

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Approved by	Regional Director, North Eastern Victoria Region Heatherwood School Council
Next scheduled review date	2024