

Enrolment Policy and Procedure

1. Objective

The purpose of this Policy and Procedure is to specify entry eligibility criteria for students seeking enrolment at Cheshire School and the evidence required to support enrolment.

It is intended to provide clarity for prospective parents, guardians and carers on the entry criteria and ensure a smooth and supported transition for enrolling students.

2. Scope

Enrolment at Cheshire School is based on a student’s educational needs in conjunction with their social, emotional and behavioural challenges. 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.

3. Context and Guiding Principles

Cheshire School is an independent specialist school catering for primary school aged students with significant social, emotional and behavioural challenges. The School offers an alternative interim educational program for students who have difficulty in engaging in mainstream school – a “stepping stone” that is aimed at enabling students to successfully re-integrate into a mainstream school, equipped with strategies to more ably handle future challenges they may face.

The following enrolment guiding principles give direction in determining enrolment processes and procedures for Cheshire School:

- The School is committed to ensuring students are admitted to the School in a manner that is fair, transparent and non-discriminatory.
- The School will publish clear criteria as the basis on which admissions are made.
- The School will provide comprehensive and accurate information about the enrolment process including information about the School, the School’s service provision and the School’s expectations of parent and student behaviour, so that parents, guardians and carers are in a position to make informed choices when entering into an enrolment agreement or contract.
- The School keeps and retains accurate records of school enrolments that comply with its Commonwealth and State legal and regulatory requirements.

4. Definitions

<ul style="list-style-type: none"> • Enrolment Agreement 	<ul style="list-style-type: none"> • An Enrolment Agreement with parents, guardians and carers covers codes of conduct, fees, educational services provided, the grounds on which the Enrolment Agreement may be terminated and must be publically available on the school website.
<ul style="list-style-type: none"> • Intake Team 	<ul style="list-style-type: none"> • The Intake Team is comprised of the Head of School, Classroom Teacher, School Psychologist and Child and Family Support Coordinator.

Enrolment Policy and Procedure

5. Policy

5.1. Enrolment Process

5.1.1. Initial Contact and Referral

- a. Parents, guardians and carers contact the school and should they meet the eligibility criteria their details are added to the intake register.
- b. An online Referral Form is to be completed and submitted via the School's website
- c. Enquiries and referrals may come from child and family agencies, medical and mental health professionals.
- d. Students may also be referred from Government, Catholic and Independent schools or from kindergartens.

NB: All referrals must be in consultation with parents, guardians and carers.

5.1.2. Eligibility Assessment

- a. Upon initial contact, an eligibility assessment is undertaken by the Enrolments Officer and confirmed via the online Referral Form. All eligibility criteria, as outlined within the School's Enrolment Policy and Procedure, must be met.

5.1.3. Initial Meeting and School Tour

- a. An initial meeting and school tour is extended to parents, guardians and carers (and any others involved in the wellbeing of the student).
- b. Both parents, guardians and carers are required to attend the interview and tour.
- c. All current assessments by paediatrician and/or allied health are required to be brought to this meeting.
- d. The initial meeting includes a detailed discussion about the School's approach, programs and support along with an outline from the parents, guardians and carers of the student's history and presenting difficulties.

5.1.4. Observation Visits

- a. Members of the School's Intake Team will undertake an onsite observation visit of the student's current school (or home if home-schooled). Purpose of the visit is to observe the student learning within the mainstream setting as well as to speak with school personnel as appropriate.
- b. Members of the School's Intake Team include:
 - a. Head of School
 - b. Classroom Teacher
 - c. School Psychologist
 - d. Child and Family Support Coordinator
- c. Generally, up to two observation visits will be required.

5.1.5. Submission of Application for Enrolment Form and Supporting Documentation

- a. Parents, guardians and carers complete the Application for Enrolment form and submit to the School along with all supporting documentation (where applicable) including:
 - a. Student Birth Certificate
 - b. Immunisation History Statement
 - c. Asthma Management Plan

Enrolment Policy and Procedure

- d. Anaphylaxis Management Plan
- e. Copy of other relevant medical/allied health reports including diagnoses and cognitive assessment report
- f. Copy of most recent school report (for Years 1-6 enrolments only)
- g. Copy of current Individual Education Plan and Student Support Plan (Behaviour)
- h. Copy of NAPLAN
- i. Visa Documentation

5.1.6. Trial

- a. The student is invited to attend for 4-6 trials over a 4-week period. The first trial lasts up to 60 minutes, progressing to a full day by the end of the trial period.

The purpose of the trial is to:

- Engage the student in the program so that they want to continue attending;
- Determine the likelihood of significant behaviour change and capacity for future re-integration into mainstream schooling;
- Allow the team to observe how the student fits within the current cohort of students; and
- Allow the team to observe how the student copes with the behavioural support practices implemented by the School.

5.1.7. Enrolment Decision

- a. Following the trial sessions, a decision is made by the Intake Team as to whether or not the enrolment process has been successful.

5.1.8. Communication the Outcome

- a. If the student is considered eligible for enrolment, the Head of School will advise the parents, guardians and carers whether the placement is available immediately or the following term.
- b. Parents, guardians and carers are invited to an offer of enrolment meeting with Head of School to go through and sign the Enrolment Agreement.
- c. If the student is considered ineligible, the Head of School will advise the parents, guardians and carers and communicate the grounds for the decision.

5.1.9. Commencement

- a. Students will generally begin their placement at Cheshire School at the beginning of the next school term (pending vacancy), or once a place becomes available.
- b. If no place is available, the student is put on a waiting list and a deposit is required to hold the position. This deposit is non-refundable should parents, guardians and carers decide not to proceed with the enrolment. However, should the enrolment proceed, the deposit is applied as a credit to the first fee statement.

5.2 Enrolment Criteria

To be considered for enrolment at Cheshire School, students need to meet all the following

Enrolment Policy and Procedure

criteria:

- Be of age eligible for primary school.
- Be experiencing significant social, emotional and/or behavioural difficulties which place them at risk of disengagement within the mainstream educational setting.
- Have speech and language skills within the normal range.
- Have a full scale IQ of 80 or more.
- Unlikely to cause significant or persistent harm to themselves and others.
- Exhibit positive indicators of the ability to sustain changes made and to reintegrate into mainstream school following placement at Cheshire School.
- Parents, guardians and carers are willing to support school policies and procedures and will be positively and actively responsive to working with staff to support behavioural change.
- Student's needs are able to be met within the current processes and resources of the school.

5.3 Compulsory Enrolment Age

In accordance with *Education and Training Reform Act 2006*, it is compulsory for children and young people aged between six and 17 years of age to be enrolled in a Victorian school.

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, ie a child must turn five by 30 April in the year of starting school.

Whilst legislation allows for a child to be under the minimum starting age in exceptional circumstances and with approval of the respective educational authority, Cheshire School does not support early age entry.

5.4 Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, Cheshire School is required to use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government.

All relevant documents and information are available on the [Department of Education, Skills and Employment website](#).

5.5 Termination of Enrolment

Termination of enrolment is the total withdrawal of a student's right to attend the School. Termination ends the enrolment agreement entered into by the Head of School with the parents. The decision to terminate enrolment of a student from the School may be made when:

- the student's behaviour and actions pose risk of significant harm and injury to themselves and others including concealment of a weapon and threat to use the weapon
- the student's behaviour has adversely impacted the school community
- the student's presence at the school places other members of the school community at risk

Enrolment Policy and Procedure

- the student's behaviour places them at risk of harm
- all appropriate student welfare and disciplinary strategies have been implemented and documented and no apparent improvement has been made
- the continued presence of the student at the school is otherwise untenable.

The decision to terminate enrolment rests with the General Manager: Children and Family Services.

An appeal of a decision to terminate enrolment may be requested by the student's parents, guardians or carers. The appeal will be undertaken independently by the *bestchance* Governance Team. The request for an appeal must be made as soon as possible from the date of the decision to terminate enrolment and detail the grounds for the request. The Head of School will keep records of discussions, interviews and decisions, and the reasons for decisions relating to termination of enrolment.

5.6 Complaints

All persons are encouraged to put their compliment, complaint or feedback in writing using the Compliments, Complaints and Feedback form available on the website for *bestchance* and returning to quality@bestchance.org.au.

6. Associated Procedures

- Not applicable.

7. Relevant Legislation Sources

- [Education and Training Reform Act 2006](#)
- [Compliments, Complaints and Feedback Policy](#)
- [Application for Enrolment form](#)
- [Department of Education, Skills and Employment – Interstate Student Data Transfer Note](#)