

# Enrolment Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Views School on (03)52155700

## 1. PURPOSE

Hamlyn Views School (HVS) is a Special Developmental School (SDS) that provides a Foundation to Year Twelve education for students with a Moderate to Profound Intellectual Disability. This policy has been developed to ensure clarity for the local community on our specialist school enrolment criteria and ensure a smooth and supported transition for enrolling students.

By law in Victoria all children aged between 6 and 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse.

School participation is important as it 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.

## 2. ELIGIBILITY CRITERIA

The Department of Education and Training (DET) has a School Enrolment Policy that must always be followed.

### **To be eligible to attend HVS a student must meet all of the criteria below:**

- Of school age as defined by DET. Currently this means a student must turn 5 years before the 30th April in the year they enrol and be less than 19 years on the 31st December in the current year.
- Be an Australian citizen or a student with relevant specified visa or Immicard.
- Have a current cognitive assessment completed by a DET recognised psychologist stating a diagnosis of a Moderate to Profound Intellectual Disability (FSIQ < Below 50).
- Funded under the Program for Students with Disabilities and approved to enrol in a SDS by DET.
- Live in the Designated Transport Area (DTA).

HVS has zero tolerance for any form of child abuse

- Live outside the DTA but have a preference to enrol at Hamlyn Views School for a specified reason and aware the student will be ineligible for assistance from the Students with Disabilities Transport Program (SDTP).

**A person who is not of compulsory school age may not enrol in or attend a Government school unless:**

- the person falls within an exception to the age eligibility requirements set out in the age regulations;
- or the person is granted an exemption from the age regulations.

**Interstate**

- A child who is less than the minimum age of entry for Victorian schools, but has transferred from an interstate school, will be eligible for enrolment. Evidence of age, SDS eligibility and full-time enrolment at the interstate school must be provided.

**Overseas**

- Enrolment of overseas students will be undertaken as per DET International Student Program guidelines and eligibility requirements.

**3. IMPLEMENTATION**

**Enrolment**

- a. Parents/guardians of all students enrolling at HVS will receive an Enrolment Pack. This will include:
  - For students who are new to the Victorian Government School system an Enrolment Form to complete.
  - For students transferring from another Victorian Government School their student information will be imported from their current school using CASES21.
  - Copies of relevant admission school-related permission forms to complete.
  - Copies of key DET and school policies, procedures and handbooks, including the Child Safe Standards and a Privacy Notice explaining the use to be made of enrolment information.
- b. Parents/Guardians will be required to provide the following documents:
  - Birth Certificate, as proof of name and age
  - Immunisation History Statement from Australian Immunisation Register (only acceptable evidence)
  - Verification of any changes to student enrolment names
- c. At initial enrolment a Victorian Student Number (VSN) will be allocated to a student in the name certified in admission documents. When students transfer between schools, the name will remain as attached to the VSN, unless new legal documentation with an amended name is provided.
- d. For Parents/Guardians from culturally and linguistically diverse backgrounds relevant translated information will be provided where possible, including the Child Safe Standards, and the services of a qualified interpreter accessed.

**Transfers**

- e. Students will not commence until eligibility has been established and student transfer process has been completed.
- f. New student record files will be created using existing material from the student's previous school.
- g. Copies of files for students transferring out will be sent to the relevant school upon request. (Refer to Transferring Student File Checklist)
- h. Eligible students from other Victorian Government schools who wish to transfer are welcome to do so however it is preferred new students commence at the start of a term, preferably in terms one and three, an initial Student Support Group meeting is held, and an agreed period of transition takes place prior to commencement, wherever possible.
- i. The Principal will contact the previous school of a student seeking a transfer to establish eligibility and discuss the circumstances of the transfer, including sharing any specific education or behavioural matters.
- j. At HVS all classes are ungraded and a student's class placement decision will be made by the Principal in consultation with teachers in consideration of their age, current class structures and the student's individual learning needs.
- k. Approval for support from the SDTP will be sought from DET as required.

### **Dual Schooling**

- i. Eligible students may be dual enrolled in a mainstream school and HVS at the same time, at a time fraction determined by the Student Support Group with representatives of both schools in attendance. Note, to access the SDTP, students must be enrolled at HVS for three days or greater.

### **Appeals**

Parents/guardians are entitled to appeal enrolment decisions based on the above protocols. Appeals will be considered based on the following department placement principles:

- To provide each eligible child with a place within the school's DTA.
- Contain enrolments in each school within the limits of available resources as determined by the Regional Director.

### **Enrolment Timeline**

Once student eligibility is confirmed, families will be invited to collect an Enrolment Pack from the school. Completed Enrolment Forms and other required supporting documentation as listed in the Enrolment Pack, should be returned in a timely manner to:

Address:

Hamlyn Views School  
Enrolments  
45 Calvert Street,  
HAMILYN HEIGHTS VIC 3215

Mail to:

Hamlyn Views School  
Enrolments  
PO Box 6042  
GEELONG WEST VIC 3218

## **4. References and Resources**

- HVS Dual Enrolment Policy
- DET Enrolment Policy  
<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>
- DET Dual Enrolment Policy
- DET Admission Policy  
<https://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>

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- DET International Student Program
- <https://www.education.vic.gov.au/school/teachers/management/Pages/internationalstudents.aspx>
- Immicard  
<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/immicard>
- Victorian Interpreting and Translation Service  
[VITS on line booking](#) (preferred) or Phone: (03) 9280 1955

## 5. Evaluation

<b>Policy last reviewed</b>	October, 2020
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	2024 - this policy has a review cycle of 4 years as part of the school's four yearly review cycle