

Policy and Procedure Information

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| Name | Enrolment Policy B ~ Enrolment for Students with a Disability |
| Version | 2.1 |
| Approved By | AdCom |
| Date Approved | May 2016 |
| Last Reviewed | November 2015 |

Responsibility

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| Policy Owner | Head of Student Support |
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Policy & Procedure Directory Requirements

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|---------------------|------------------------|
| Category | 5.8 Student Attendance |
| Sub-Category | 5.8.1 Enrolment |

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|---|---|
| 1. Introduction..... | 2 |
| 2. Audience..... | 2 |
| 3. Scope..... | 2 |
| 4. Policy..... | 2 |
| 5. Procedure..... | 3 |
| 6. Other | 4 |
| 7. Appendices | 4 |
| 8. Supporting Documentation | 4 |
| Version Control and Change History..... | 4 |

1. Introduction

Any application for enrolment of a student with a disability is processed in accordance with the school's ordinary enrolment policy. When considering any application for enrolment (regardless of whether the student has a disability) the school considers whether the school is able to cater for the student's individual needs.

When considering whether the school is able to accept a student for enrolment, it is important to think laterally about the school's ability to meet the student's needs. It is also important to demonstrate to the parents/family that the school is seriously considering relevant issues; is willing to be flexible; and is making genuine efforts to find ways to meet the student's needs.

2. Audience

The intended audience for this policy is parents of children with a disability.

3. Scope

This policy applies to all staff, parents of children with a disability, and students with a disability.

4. Policy

- 4.1 The College will process all applications within the school's ordinary enrolment policy.
- 4.2 The College will not refuse to enrol a student simply because they have special needs.
- 4.3 The College will consider the current and future impact of enrolment on the particular student, other students, staff and the school community (including financial impact) before the enrolment decision is made.
- 4.4. The College will advise and support parents regarding any additional information required.
- 4.5 The College will provide training for staff on disability issues and other related issues such as correct terminology relating to specific conditions and their implications for the child's learning.
- 4.6 The College will ensure staff do not discuss any child's enrolment either internally or to the parent using language that could be construed as indicating a likelihood that the College will unlawfully discriminate.

5. Procedure

When the College considers the current and future impact of the enrolment on the particular student, other students, staff and the school community (including financial impact), the following procedures may be followed:

- The College may gather information and consult with the parents/family and others in order to satisfy itself that it is able (or unable) to meet the student's needs.

The information required may include medical assessments, information about the student's current condition and future prognosis, an assessment of the school's physical environment, an assessment of the likely impact of any required changes to the school's physical or teaching environment (including, but not necessarily limited to, the financial impact of the changes).

The parents/family will have numerous reports, which could also be of assistance. Of these, the following current reports (if relevant to the student) would be particularly helpful:

- previous school reports and current school achievements;
 - psychologist's report documenting functional skills and IQ test results (although the functional information will be most useful in examining the implications for the student's program, the IQ results are required for Commonwealth funding applications);
 - speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom;
 - occupational and physiotherapy reports documenting self-help skills and mobility;
 - medical specialist reports; and
 - vision and hearing reports
- The College may request feedback and suggestions from relevant staff within the school about the possible impact of the student's enrolment on the school and possible strategies for accommodating the student's needs.
 - The College may consider seeking advice from an external special education consultant. This person should be able to recommend if/where further information should be sought, as in many cases the parents/family may not be able to assist the school to examine options for how the school could meet the student's needs and the parent's expectations.
 - Where appropriate, the College may invite the parents/family members and their choice of relevant specialists (may include psychologists, therapists, educators, medical specialists etc...) to the school to consider specific needs or issues arising from the reports or other information. The parents/family will be invited to articulate the student's special needs and what they expect from the school. Consideration will be made to social, academic, sport and co-curricular areas. Possible options will be discussed with parents/family and parents/family will be kept informed of the progress of the application.

- The College may seek information on possible levels of Commonwealth funding and access to other support services.
- If the College considers that it may have to decline the enrolment, it will seek advice from the AIS or another appropriate person before making that decision.

The College will make a decision regarding the school's ability to meet the child's special needs and discuss the decision with the parents/family. This decision must be able to be justified – for example, where the school declines to enrol a student with a disability, it must be able to demonstrate that it is unable to meet that student's needs, having regard to the student's current condition and prognosis.

Where the decision is taken to enrol a student with a disability, any strategies which need to be put into place to accommodate the student's special needs should be developed before communicating/announcing the enrolment decision.

6. Other

Nil

7. Appendices

Nil

8. Supporting Documentation

- Enrolment Policy A ~ General (v2.0 May 2016)
- Macquarie College Disability Access Plan 2014-2108.
- The Enrolment Process and the Enrolment Contract – The Association of Independent Schools NSW 2005.
- Disability Standards for Education 2005 – Phillip Ruddock, Attorney-General.

Version Control and Change History

| Version Number | Approval Date | Approved by | Amendment |
|----------------|---------------|-------------|---|
| 1.0 | 2010 | | Original Version |
| 1.1 | Aug 2015 | | Reviewed for August BOSTES Audit |
| 2.0 | 10 Nov 2015 | AdCom | New version reviewed/rewritten for new format |
| 2.1 | 17 May 2016 | AdCom | Name Change to align with Enrolment Policy A~ General and Kindergarten. |