

CRANBOURNE WEST SECONDARY COLLEGE

Enrolment Policy

BACKGROUND

Cranbourne West Secondary College is one of the Government's new Supported Inclusion Schools (SIS).

SIS are schools with special entry criteria approved by the Minister for Education, which act as a designated neighbourhood school and have a physical design and operational model that provides specialist education and additional support for students with disability.

All schools must make reasonable adjustments to ensure a student with disability has the same learning opportunities as a student without disability. SIS aim to increase the opportunities for students with disability to attend a school closer to home, study alongside students from their neighbourhood and access specialist infrastructure and specialist teaching expertise, in circumstances where they could otherwise elect to attend a specialist setting.

Purpose

The purpose of this policy is to specify entry criteria for all students seeking enrolment at Cranbourne West Secondary College and the evidence required to support enrolment.

Scope

Cranbourne West Secondary College is registered as a mainstream school and acts as a designated neighbourhood school with a designated neighbourhood zone (DNZ).

This policy applies to:

- i. students seeking enrolment under the Mainstream Provision who reside within or outside the school's DNZ; and
- ii. students seeking enrolment under the Specialist Provision for students with a disability.

ELIGIBILITY CRITERIA

The eligibility criteria have been specified and approved by the Regional Director, South Eastern Victoria Region, in accordance with section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Mainstream Provision

Cranbourne West Secondary College acts as a designated neighbourhood school and as such has a designated neighbourhood zone (DNZ).

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.

Students of school age who permanently reside within the school's DNZ are eligible to enrol at Cranbourne West Secondary College under the Mainstream Provision. In these circumstances, the Department's [Enrolment Policy](#) for designated neighbourhood schools applies.

Students are able to apply for a place at Cranbourne West Secondary College if they are outside the DNZ for the school. Students who seek enrolment in Cranbourne West Secondary College

outside of the DNZ may be enrolled in the school if there is sufficient capacity at the school to accommodate all students who apply, or if the request for enrolment aligns with the school's enrolment management plan (if they have one).

See 'Priority Order of Placement' below for the process where there are insufficient places for all students who seek entry.

Specialist Provision

The eligibility criteria for the Specialist Provision has been carefully considered and determined based on data analysis of Cranbourne West Secondary College's area indicating a need to support enrolments of students who fit the following criteria.

Students seeking to enrol under the Specialist Provision must have a diagnosis for **Intellectual Disability**, evidenced by:

- a) a full-scale score of two standard deviations or more below the mean score on a standardised intelligence quotient (IQ) test;
and
- b) limitations in adaptive behaviour established by a score on an approved standardised test of adaptive behaviour;
and
- c) a history and evidence of an ongoing condition with an expectation of continuation during the school years.

Under exceptional circumstances, applications from students who do not satisfy the above criteria will be accepted on a case-by-case basis by the Principal in consideration of the student's individual needs.

PRIORITY ORDER OF PLACEMENT

All students for whom the school is considered to be the designated neighbourhood school and live within the DNZ are guaranteed a place.

Mainstream Provision

Students seeking enrolment under the Mainstream component who reside outside the DNZ will be considered in line with the Department's [Placement Policy](#) for designated neighbourhood schools.

This specifies that, in circumstances when Cranbourne West Secondary College may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Specialist Provision

In the event that there is a larger number of applications than the number of places available under the Specialist Provision, Cranbourne West Secondary College will limit enrolments to meet the designated capacity of 100 places in the Specialist Provision. The number of available places has been determined in proportion to the school's design and capacity and will be reviewed as needed.

In addition, in the first few years of operation, places in the Specialist Provision are limited to 10 per cent of the overall enrolments to ensure the school's design and capacity can continue to meet the needs of the school's total population.

Students residing in the DNZ who meet the eligibility criteria for the Specialist Provision will count towards the total number of places available in the specialist capacity.

Any remaining places in the Specialist Provision will be available for students with disability from outside the DNZ who meet the eligibility criteria.

Where there are insufficient places at the school for all students who seek entry in the Specialist Provision, students who meet the eligibility criteria will be enrolled according to the following order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

Under both the Mainstream and Specialist Provision, schools must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

In exceptional circumstances, a student may be enrolled in Cranbourne West Secondary College based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement.

EVIDENCE REQUIREMENTS

To support a student's application for enrolment under the Specialist Provision, the following evidence should be provided:

1. A signed psychologist report from within the last 24 months reporting the results of an IQ test and assessment of adaptive behaviour if the primary disability is intellectual disability; or
2. A statement from a paediatrician (or other medical specialist) if the student has profound disabilities including intellectual disability.

If a student does not have a current assessment, the school may refer the student to Assessments Australia to enable the assessment to be completed.

Verification of supporting documentation

When assessing enrolment applications under both the Mainstream and Specialist Provision, Cranbourne West Secondary College may make the following enquiries to verify the information provided:

- a) Checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office;

- b) Checking with a real estate agent to confirm a rental address;
- c) Checking whether the contact phone number provided is registered to the residence provided on the enrolment form;
- d) For a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment; or
- e) For applications relying on school or university certificates, checking with the relevant school/university for confirmation of enrolment.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

APPEAL PROCESS

Parents/carers are able to appeal against Cranbourne West Secondary College's decision not to provide a placement. This can occur in relation to placements at Year 7, or placements at other year levels.

In the case of appeals regarding a Year 7 placement, parents must follow the appeals process set out in the documentation provided to families during the Year 6 transition application process. Please contact the school office for a copy of this form if required.

In the case of appeals regarding placements at other year levels, the following process applies:

1. Appeal to the school's placement committee and/or Principal

Appeals are to be made in writing and lodged with the Principal.

The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure compliance with the priority order of placement, and the processes for verifying permanent address, as appropriate.

2. Appeal to the Regional Director, South Eastern Victoria Region

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, South Eastern Victoria Region
PO Box 5, Dandenong, VIC 3175

Schools will assess and make a determination for appeals on compassionate grounds on a case-by-case basis.

EVALUATION AND REVIEW

This policy was last updated on 12 November 2020.

This policy is subject to review by the school Principal prior to the end of each term. Proposed updates will be made on a need's basis, with any proposed changes requiring approval from the Regional Director, South Eastern Victoria Region.