

Enrolment Policy

Nov 2017

Review: Nov 2020

Purpose

Portland Bay School caters for school age students with intellectual disabilities to prepare them to lead safe, fulfilled and productive lives in the community. The purpose of the enrolment policy is to ensure a smooth and supported transition for students and the school when students enrol in the school.

Department of Education and Training (DET) enrolment policy always must be followed.

Eligibility Criteria

Students are eligible to enrol at Portland Bay School if they fulfil all of the following criteria:

- Students must have an intellectual disability as assessed by DET. This involves having a current cognitive assessment completed by a DET recognised psychologist stating the student has an intellectual disability
- The student must be accepted in the DET Program for Students with Disabilities
- The student must be approved by DET to enrol in a specialist or special development school
- Students must be of school age as defined by the Victorian Government Department of Education and Training. Currently this means that students must turn 5-years before the 30th April of the year they enrol and be less than 19-years on the 31st December in the current year
- The enrolment must not put the health and safety of other students at risk

Dual Enrolments

Eligible students may be dual enrolled in a mainstream school and Portland Bay School at the same time at a suitable time fraction agreed by the Student Support Group and the schools concerned.

Transition

Prospective students may participate in transition activities at the school to prepare for enrolment under the guidance of the Student Support Group and Portland Bay School.

Student Transfers

- All eligible students transferring into school will be placed in groups by the principal in consultation with class teachers
- Students will not be able to start at Portland Bay School until eligibility has been established and student files and transfer documents have been lodged
- New student record files will be created using existing material from the student's previous school
- Copies of files for students transferring out will be sent to the relevant school on request

Classes

All students at Portland Bay School are ungraded and students will be placed in classes according to the student's age and needs and the needs of the school.

Reviewed and Approved by School Council: Nov 2017