

ENROLMENT POLICY

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1 PURPOSE

The purpose of this policy is to outline the application process and the requirements that must be met for a child to be deemed eligible for enrolment at Biala School.

2 BACKGROUND

The NSW Education Act (1990) (Education Act) mandates that all children must be in compulsory schooling by 6 years of age. Children of compulsory school age are required to be enrolled in, and attend, school or be registered for home schooling (section 22 of the Education Act).

Legally, it is the responsibility of the parent or carer of a child of compulsory school-age, not the school, to ensure that their child is enrolled in, and attending school, or is registered for home schooling (section 22 of the Education Act). Once enrolled, children are required to attend school each day the school is open.

Schools have legal obligations in relation to attendance and enrolment under the Education Act. Schools are required to have policies and procedures for school registration that address the following school responsibilities in relation to attendance:

- maintaining registers of enrolments and daily attendance
- recording and monitoring daily attendance/absence of students
- following up student absence
- processing applications for exemption from attendance or enrolment
- monitoring attendance data
- implementing intervention strategies to improve unsatisfactory attendance.

BIALA SCHOOL

Biala School is a unique learning environment that caters for the needs of students from pre-kindergarten to Year 12 (age 4-18 years) who find a mainstream learning environment difficult because of their neuro-developmental needs.

The student population consists of young people with physical needs as well as students with intellectual disabilities and autism. All students require and are provided with an extensive level of educational support and intervention.

3 SCOPE

This policy applies to all students, parents, management and staff of Biala School.

4 DEFINITIONS

The following definitions apply for the purpose of this Policy:

Head of Education	means the Head of Education of Biala School
Parent	means the parent, guardian, carer or person responsible for the primary care of the student
Principal	means the primary person responsible for the executive decision-making in the organisation.
Student	Means a young person enrolled at Biala School

5 POLICY STATEMENT

Biala School provides individual, specialised education programs for students with disability. The school upholds strong community values and operates within the policies of the New South Wales Education Standards Authority (NESA).

Biala School provides individualised education programs (IEPs) for students who require an extensive level of educational support and intervention.

Biala School recognises that children with disabilities have the right to access services regardless of their gender, race or ethnicity, religion or language. The school will respond sensitively to the needs of applicants, including people from indigenous, culturally and linguistically diverse backgrounds.

In accepting enrolment at Biala School, parents agree to abide by the policies, procedures and guidelines of Biala Support Services Ltd.

The Biala School Enrolment Pack is reviewed annually.

6 ELIGIBILITY CRITERIA

To be deemed eligible for enrolment, the following requirements must be met:

- Diagnosis of the child's disability from a relevant professional (e.g. Paediatrician)
- Current allied health assessments (within the past two years) from an Occupational Therapist, Behaviour Support Practitioner or Psychologist
- Medical reports
- Birth Certificate
- Immunisation Certificate
- Any other relevant assessments where applicable, for example, vision and hearing reports, previous school reports or Individual Education Programs (IEPs)

7 EXPRESSIONS OF INTEREST

- Parties wishing to register interest in a child's enrolment at Biala School are invited to contact the School office.
- In readiness for a pre-enrolment meeting with the Principal, the School Administrator will request relevant background information and details, for example, the age of the child, previous schooling (if any), relationship of child to party making enquiry and nature of the child's disabilities.
- The Principal will arrange a pre-enrolment meeting, provide a tour of the School and facilities, outline education and supports, answer questions and provide an enrolment pack.
- Following each pre-enrolment meeting, the Principal records the child's details on a 'Student enquiry template' which is then logged on a central 'Register of Expressions of Interest'.

8 ENROLMENT PROCESS

- All applications must be made using the Biala School enrolment pack
- Enrolment applications must be submitted in full and will be assessed against the eligibility criteria
- Once an Enrolment Application is received, the Principal creates a 'Student Summary' which is shared with the Head of Education
- Successful applications are followed by an interview with the Parent(s), child, Principal and Head of Education.
- An offer of a place is dependent on class vacancy. Places may be subject to a wait list, with priority determined by classroom availability and the specific needs of the student.
- All enrolments will be confirmed in writing.

Note: Completion and submission of the enrolment pack does not constitute acceptance of enrolment.

9 STUDENT SUPPORT ASSESSMENT

Prior to commencement at the School, and working in conjunction with the parents, the Head of Education will identify any adjustments that may be required for the student to aid in their transition to the School, whether this be from another school or their first time at any school.

In consultation with the parent(s), early intervention and/or healthcare workers and the classroom teacher, the Head of Education will assess the specific educational needs of the child in order that the appropriate support can be provided and an IEP can be determined.

The support provided to students at Biala is targeted, highly individualised and ongoing. Typical adjustments made to the regular educational program may include:

- intensive, individualised instruction or support for all courses, curricula and activities.
- planned, highly specialised and/or intensive health, personal care and/or safety support or intervention enabling access to learning through:
 - specialised equipment
 - specific planning for access to activities or facilities
 - closely monitored playground supervision
 - modified classroom and/or school environments
 - provision of specialist advice on a regular basis
 - extensive support from specialist school staff

10 RELEVANT LEGISLATION

The NSW Education Act (1990) (Education Act)

11 KEY RELATED DOCUMENTS

Student Enquiry Template
 Expressions of Interest Register
 Biala School Enrolment Pack

12 NOTES

12.1	Contact Officer	Business Manager
12.2	Implementation Officer	Head of Education
12.3	Approval Authority / Authorities	Principal
12.4	Date Approved	15 th January 2024
12.5	Date of Commencement	29th January 2024
12.6	Date for Review	15 th January 2027
12.7	Documents Superseded by this Policy	Biala School Enrolment Pack (Feb 2022, January 2023)
12.8	Amendment History	The Policy Unit will complete this section as required.