Furlong Park School for Deaf Children
ENROLMENT POLICY-School

Rationale:
- All eligible children enrolling at our school to experience a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

Aims:
- To provide a transparent and efficient process of enrolment that meets the needs of the students, families, the school and DEECD.

Eligibility criteria
All children with a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies are eligible to apply to attend the school program at Furlong Park School for Deaf Children. This must be documented with a current audiogram or Cochlear Implant Clinic report less than 12 months old.

Principals have the responsibility to ensure eligibility and to approve the admission of individuals who:
- Are eligible for specific Hearing Impairment funding under the Program for Students with Disabilities and;
- Are at least 5 years of age by 30 April of the year of enrolment

In special circumstances, students who do not meet the enrolment criteria and who are specifically recommended to attend FPSDC’s ECP/ELC through an Early Intervention Service or other support agency, may apply to the Regional Director for consideration. The school will be bound by this decision.

Implementation:
- To determine eligibility for enrolment at the school, the following documentation must be provided:
  - A current audiogram or Cochlear Implant Clinic report less than 12 months old
  - A current immunisation status immunisation certificate
  - Original birth certificate-a copy will be taken and certified by the Principal
- Prospective students will not be prevented from enrolling in primary school if they have not been immunised. An unvaccinated student may be excluded from school in the event of a vaccine-preventable disease occurrence at the school.
- All enrolments will require the completion of the DEECD ‘Confidential Student Information Enrolment Form’, with details entered immediately on CASES.
- Eligible students wishing to enrol at our school from another school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- The Principal or Assistant Principal will contact principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note and to discuss any academic or behavioural matters.
- Students will be allocated to classes according to a combination of class size and student needs which includes communication mode.

Evaluation:
- This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in July 2014 and is due for review in 2017

Furlong Park School for Deaf Children
ENROLMENT POLICY-Early Commencement Program (ECP/ELC)

Rationale:
- All eligible children enrolling in our school’s Early Commencement Program to experience a smooth transition that enables them to become part of our ECP/ELC with a minimum of disruption and maximum support.

Aims:
- To provide a transparent and efficient process of enrolment that meets the needs of the students, families, the school and DEECD

Eligibility criteria
All children with a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies are eligible to apply to attend the school program at Furlong Park School for Deaf Children. This must be documented with a current audiogram or Cochlear Implant Clinic report less than 12 months old. Children without the required hearing loss who are referred through an Early Intervention Service and who are recommended to attend the ECP/ELC, may be considered if there are places available in the program.

Principals have the responsibility to ensure eligibility and to approve the admission of individuals who:
- will attend the Early Education Program and;
- are at least 3 years of age prior to the year of enrolment

Implementation:
- To determine eligibility for enrolment into the Early Commencement Program/ELC, the following documentation must be provided:
  - A current audiogram or Cochlear Implant Clinic report less than 12 months old
  - A current immunisation status immunisation certificate
  - Original birth certificate-a copy will be taken and certified by the Principal
  - All available assessments, including speech and other medical and psychological reports
- Prospective students will not be prevented from enrolling in the ECP/ELC if they have not been immunised. An unvaccinated student may be excluded from the program in the event of a vaccine-preventable disease occurrence at the school.
- Eligible students wishing to enrol into the ECP/ELC from another setting, including kindergarten, will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal/team leader of the previous setting is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous setting.
- Children enrolled in the ECP/ELC are eligible to attend a maximum of 4 days across the week. This is dependent on the age of the student and educational needs as determined by the ECP Team Leader, in consultation with the parents.
- Enrolment into the ECP/ELC will commence with a parent/family visit, supported by relevant the Early Intervention team, to the ECP/ELC and a meeting with the Principal and Team Leader where the eligibility and communication/language needs of the child are determined. This visit should, where possible, occur prior to 1 September in the year preceding enrolment. Once the child is confirmed as eligible and a place is available, the DEECD ‘Confidential Student Information Enrolment Form’, is to be provided with details entered immediately on CASES.
- If there are insufficient places are available for the number of children wishing to attend the ECP/ELC, priority for enrolment will be provided to children who have turned at least 4 years of age if they have not previously attended an Early Commencement Program or a facility that supports hearing impaired children.
- A waiting list will be maintained at the school and places will be offered to children, as determined by the Principal
- Confirmation of enrolment, where possible, will occur prior to 1 December in the year preceding commencement.

This policy was last ratified by School Council in September 2014 and is due for review in 2017