

ENROLMENT POLICY

SCHOOL PROGRAM

RATIONALE

To outline the enrolment criteria and processes relating to Furlong Park School for Deaf Children.

AIM

To provide a transparent and efficient process of enrolment that meets the needs of the students, families, the school and DET and to ensure all eligible children enrolling at our school experience a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

ELIGIBILITY CRITERIA

All children who are at least 5 years of age by 30 April of the year of enrolment and have a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz) are eligible to apply to attend the school program at Furlong Park School for Deaf Children. The Principal must submit an application to the Program for Students with Disabilities and this application must be approved before the student commences at the school.

In special circumstances, students who do not meet the enrolment criteria may apply to the Regional Director for consideration and decision. The school will be bound by this decision.

IMPLEMENTATION

Furlong Park School for Deaf Children has the following processes in place to consider enrolment applications and implement enrolment decisions:

- To determine eligibility for enrolment at the school, interested families must provide the school with:
 - a current audiogram or Cochlear Implant Clinic report less than 12 months old that evidences that the child has a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz).
 - an original birth certificate – school staff will arrange for a copy to be taken and kept on the student's file. If families do not have an original birth certificate, they should discuss this with the Principal, who will advise on required alternative documentation.
- If the child is accepted to enrol at Furlong Park School for Deaf Children, the following documentation must be provided:
 - A current immunisation status immunisation certificate (NOTE: 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

- A completed Department of Education and Training 'Confidential Student Information Enrolment Form'
- Before enrolment into the school, the parent/family must visit the school with their child, supported by the relevant Early Intervention team, to meet with the Principal. During this meeting the eligibility of the child will be 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 DET 'Confidential Student Information Enrolment Form' is to be provided with details entered immediately on CASES21.
- 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.
- When a student has been accepted to Furlong Park School for Deaf Children, the Principal or Assistant Principal will contact principals of previous schools of the student to seek a transfer note and to discuss any academic or behavioural matters that will assist our school in providing optimal education and support to the student. The Principal or Assistance Principal may also contact principals of current or previous schools prior to the student's acceptance at Furlong Park School for Deaf Children, with consent of the family, for the purposes of clarifying decision-making responsibility for the student.
- Students will be allocated to classes according to a combination of class size and student needs which includes communication mode.

REVIEW CYCLE AND EVALUATION

This policy was last updated on 17 October 2019 and is scheduled for review in October 2023.

ENROLMENT POLICY

EARLY EDUCATION PROGRAM

RATIONALE

To outline the enrolment criteria and processes relating to Furlong Park School for Deaf Children Early Education Program.

AIM

To provide a transparent and efficient process of enrolment that meets the needs of the students, families, the school and DET and to ensure all eligible children enrolling at our Early Education Program experience a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

ELIGIBILITY CRITERIA

Children must have a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000 and 2000Hz) to be eligible to apply to attend the Early Education Program at Furlong Park School for Deaf Children.

Only children aged between 2 years and 8 months and 4 years and 8 months as at January 1st of the year of entry are eligible for the program, see Table 1 below.

Year of Enrolment	Must be born between:	
2019	01/05/2014	30/04/2016
2020	01/05/2015	30/04/2017
2021	01/05/2016	30/04/2018
2022	01/05/2017	30/04/2019
2023	01/05/2018	30/04/2020
2024	01/05/2019	30/04/2021
2025	01/05/2020	30/04/2022
2027	01/05/2022	30/04/2024
2028	01/05/2023	30/04/2025

Table 1: Eligible Enrolment Ages

Eligibility remains at the discretion of the Principal. Where it is impractical to obtain confirmation of disability within a reasonable timeframe, the Principal may approve eligibility prior to the receipt of formal documentation.

Approval to be enrolled in the program is only granted for one school year. If the child remains eligible, Parents/guardians are required to respond via a returned letter to notify the school if they wish their child to attend for a second year.

IMPLEMENTATION

Furlong Park School for Deaf Children has the following processes in place to consider enrolment applications and implement enrolment decisions:

- To determine eligibility for enrolment at the Early Education Program, interested families must provide the school with:
 - a current audiogram or Cochlear Implant Clinic report less than 12 months old that evidences that the child has a permanent, bilateral sensorineural hearing loss of greater than 40dB across at least 3 frequencies (500, 1000, 2000Hz).
 - an original birth certificate – school staff will arrange for a copy to be taken and kept on the student’s file. If families do not have an original birth certificate, they should discuss this with the Principal, who will advise on required alternative documentation.
- If the child is accepted to enrol in the Early Education Program, the following documentation must be provided:
 - A current immunisation status immunisation certificate (NOTE: prospective students will not be prevented from enrolling in the Early Education Program 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
 - A completed Department of Education and Training ‘Confidential Student Information Enrolment Form’
- Before enrolment into the school, the parent/family must visit the school with their child, supported by the relevant Early Intervention Team, to meet with the Principal. During this meeting the eligibility of the child will be determined. This visit should, where possible, occur prior to October in the year preceding enrolment. Once the child is confirmed as eligible and a place is available, the DET ‘Confidential Student Information Enrolment Form’ is to be provided with details entered immediately on CASES21.

MORE INFORMATION AND RESOURCES

- This policy should be read in conjunction with the Furlong Park’s *Early Education Program Guidelines* for the current year.

REVIEW CYCLE AND EVALUATION

This policy was last updated on 17 October 2019 and is scheduled for review in October 2023.