



Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email (Kyabram.P12@education.vic.gov.au) or phone (03 5851 2100).

BACKGROUND

Kyabram P-12 College is a Victorian government supported inclusion school.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Supported inclusion schools are local government schools that have some additional accessibility facilities that assist them to implement a model of education provision and support for a higher proportion of students with a disability among the general student population. Supported inclusion schools also have enrolment policies that allow them to prioritise enrolment of students with disability who live outside the school zone, provided they meet specialist enrolment criteria. These features support students with disability to attend a school closer to home and study alongside students from their neighbourhood.

PURPOSE

This policy specifies the enrolment criteria for students seeking enrolment at Kyabram P-12 College and the evidence required to support applications for enrolment.

SCOPE

Kyabram P-12 College is a designated neighbourhood school with a designated neighbourhood zone (school zone).

This policy applies to:

- students seeking enrolment who live within or outside the school zone; and
- students with disability who live outside the zone and seek priority enrolment under the specialist enrolment criteria.

ENROLMENT CRITERIA AND PRIORITY ORDER OF PLACEMENT

School aged students who reside permanently within the school zone are eligible to enrol at Kyabram P-12 College. All students who reside permanently within the school zone are guaranteed a place.

Students may also apply for a place at Kyabram P-12 College if they live outside the school zone. These students may be enrolled if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's enrolment management implementation plan.

Age Requirements

For Foundation/ Prep year level, students need to turn five years of age at or before 30 April of the year of enrolment. Children under five years of age on 30 April can attend short-term prep transition programs in preparation for primary school.

Students are to stay enrolled and attend school up to the age of 17 years. A person aged 18 years or older cannot enrol in or attend unless an exception or exemption applies.

Specialist Enrolment Criteria

The following specialist enrolment criteria have been specified and approved by the Regional Director, Northwestern Victoria Region (as the Minister's delegate), under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Students seeking priority enrolment under the specialist enrolment criteria must have a diagnosis for **intellectual disability** from a registered psychologist evidenced by:

- A. sub-average general intellectual functioning which is demonstrated by a full-scale score of two standard deviations or more below the mean score on a standardised individual test of general intelligence, for example a full-scale score of 70 or below on one of the recommended standardised individual tests of intelligence, and
- B. significant deficits in adaptive behaviour established by a composite score of two standard deviations or more below the mean on an approved standardised test of adaptive behaviour, for example a Vineland Adaptive Behaviour Scales composite score of 70 or below, and
- C. a history and evidence of an ongoing problem with an expectation of continuation during the school years.

Applications from out-of-zone students with disability who do not meet the above criteria may be prioritised on a case-by-case basis by the region, in consultation with the principal, considering the student's education and support needs. Such applications can only be prioritised with approval from the Regional Director, Northwestern Victoria Region (or delegate). For more information, see [Enrolment in specialist schools](#).

Priority Order of Placement

If there is not sufficient accommodation to accept all applications from students living outside the zone, Kyabram P-12 College will prioritise applications in line with their enrolment management implementation plan. In the absence of an enrolment management

implementation plan, Kyabram P-12 College will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at same permanent address who are attending at the same time
2. Students who meet the specialist enrolment criteria outlined above
3. All other students in order of closeness of their home to the school

If there is not sufficient accommodation to accept all applications from students who meet the specialist enrolment criteria (once in-zone and out-of-zone sibling enrolments have been confirmed), these applications will be prioritised in order of closeness of home to the school.

Kyabram P-12 College may stop prioritising applications from out-of-zone students who meet the specialist enrolment criteria if the total number of enrolled students with disability who require extensive adjustments¹ exceeds 10% of the current student population. This will ensure that Kyabram P-12 College can continue to offer the highest quality education and support for all students, including students with disability. Should this condition come into effect, all applications from students who live outside the zone (including those who meet the specialist enrolment criteria) will be prioritised in line with the department's [Placement Policy](#).

Evidence and supporting information requirements for the specialist enrolment criteria

To support a student's application for enrolment under the specialist enrolment criteria, a signed psychologist's report from within the last 24 months reporting the results of an IQ test and an assessment of adaptive behaviour is required.

The department provides assessment services to help supported inclusion schools determine whether the student meets the specialist enrolment criteria. The department's regional offices also play a role in helping schools with enrolment processes.

NB: Enrolment applications may not be successful if requested documentation is not provided or is invalid.

Verification of Permanent Address

When assessing enrolment applications under the priority order of placement, Kyabram P-12 College may ask for supporting documentation to assist them in verifying a student's permanent residence. For more information, see [Determining permanent residence](#).

Enrolment on compassionate grounds

In exceptional circumstances, the Regional Director North Western, may approve a student enrolment at Kyabram P-12 College based on compassionate grounds. This is an overarching consideration and does not form part of Kyabram P-12 College's enrolment criteria or priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the [Policy and Advisory Library](#) and from regional staff.

¹ The 'total number of enrolled students with disability who require extensive adjustments' includes (but is not necessarily limited to) all enrolled students who attract *Program for Students with Disabilities* funding or *Tier 3 Disability Inclusion* funding, regardless of whether those students live in the school zone or meet the specialist enrolment criteria. Kyabram P-12 College, in consultation with the regional office, will determine the total number of enrolled students with disability who require extensive adjustments in Term 3 of each school year.

ENROLMENT PROCESS

To enrol at Kyabram P-12 College, parents/ carers can complete an expression of interest form, available on our college website as well as our General Office onsite.

The completed form, along with supporting documentation, should be submitted to the college within the specific enrolment period. To support a smooth transition into the college, we encourage enrolments to commence during the following times of the year:

- Flying Start (mid-November early commencement program)
- Start of Semester 1 (beginning of Term 1)
- Start of Semester 2 (end of Term 2)

Supporting documentation

Parents/ Carers are to including the following documents as part of the enrolment process:

- Proof of the student's date of birth (birth certificate, passport, or other official documentation).
- Proof of residence within the designated catchment area (recent utility bill, rental agreement, or other official documentation).
- Relevant medical information or special needs documentation, if applicable.

CLASS PLACEMENT

The process that Kyabram P-12 College works through to plan each student's class placement begins months before the end of the school year. We understand that in certain situations, parents and carers may like to request that their child be placed with a particular friend or in a particular class.

Requests for placement with friends

Kyabram P-12 College recognises the importance of fostering and maintaining friendship groups. We also understand that it is equally important for students to mix and learn with peers who have different interests.

If you would like to request that your child to be placed in a class with a particular friend or friends, please ensure that you make this request by the end of Week 2 of Term 3 in the year prior so that we can consider your request in organising our classes for the following year.

Requests for class placements must be made in writing, outlining who you would like your child to be placed with and why. Requests can be addressed to the relevant Assistant Principal. We will not always be able to accommodate class placement requests but will endeavour to take your wishes into consideration where possible.

At Kyabram P-12 College, we work to ensure we have correct class sizes at every year level.

- At Years Prep-6, we work to ensure we have an average of 21 students across Prep to Year 3, and an average of 26 across Prep to Year 6.
- At Years 7-12, we plan for classes to be at a maximum of 25 students. This class could go over 25 students once the near year/ semester commences due to new enrolments into the school zoned area. Some practical classes, such as Technology subjects, will have a lower number of students due to safety and space available.

- New enrolments to the school at Years 9-12 will need to select subjects that have spaces available, ensuring the school does not exceed the maximum number during the planning period prior to the commencement of the new school year.

Requests for placement with certain teachers

All teachers at Kyabram P-12 College are caring and committed educators and Kyabram P-12 College strives to ensure that all students are provided with a high-quality education.

Whilst we appreciate that you may wish that your child would benefit from being placed in a class with a particular teacher, we are generally not able to accommodate these requests. Our school's leadership team has an in-depth understanding of each teacher's strengths and will always endeavour to place our students with teachers who are best placed to suit their needs. We do not re-allocate students to different classes during the school year unless exceptional circumstances arise. Parents will be advised of the situation if it arises.

Requests for students to repeat a year level

Our school will follow the Department of Education and Training policy in the Department's *Policy and Advisory Library* on Year Level Movement – see [Repeating a Year Level](#) policy.

We will regularly promote students to the next year level and will exercise our professional expertise and judgment in relation to these matters. Students are only able to repeat a year level in exceptional circumstances where Kyabram P-12 College considers it is required for the long-term benefit of the student, e.g., considering their social, wellbeing and academic needs. We will ensure that parents/ carers are advised of the options that we consider best meet individual student needs. Students will not repeat a year level without the consent of parents/carers.

APPEAL PROCESS

Parents/ carers can appeal against the decision not to approve an enrolment at Kyabram P-12 College. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at [Appealing enrolment decisions](#).

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2024
Consultation	February 2024 Consultative Committee February 2024 College Newsletter
Approved by	Principal
Next scheduled review date	February 2027 Recommended cycle of 3-4 years