



QUARTERS PRIMARY SCHOOL

Enrolment Policy

BACKGROUND

Quarters Primary School is a new Government Supported Inclusion School (SIS).

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.

SIS are schools with special entry criteria approved by the Minister for Education, which act as a designated neighbourhood school for all students and have a physical design and operational model that provides specialist education and additional support for students with disability and high needs.

All schools must make reasonable adjustments to ensure a student with disability has the same learning opportunities as a student without disability. SIS aim to increase the opportunities for students with disability to attend a school closer to home, study alongside students from their neighbourhood and access specialist infrastructure and specialist teaching expertise, in circumstances where they could otherwise elect to attend a specialist setting.

Purpose

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Quarters Primary School and the evidence required to support applications for enrolment.

Scope

Quarters Primary School is registered as a mainstream school and acts as a designated neighbourhood school with a designated neighbourhood zone (DNZ).

This policy applies to:

- i. students seeking enrolment under the Mainstream Provision who reside within or outside the school's DNZ; and
- ii. students seeking enrolment under the Specialist Provision for students with a disability.

ENROLMENT CRITERIA

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

Mainstream Provision

Quarters Primary School acts as a designated neighbourhood school and as such has a designated neighbourhood zone (DNZ).



A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone. The [Find My School website](#) provides guidance on which school zone a student's permanent residence is located within.

Students of school age who permanently reside within the school's DNZ are eligible to enrol at Quarters Primary School under the Mainstream Provision. In these circumstances, the Department's [Enrolment Policy](#) for designated neighbourhood schools applies.

Students can apply for a place at Quarters Primary School if they are outside the DNZ for the school. Students outside of the DNZ who seek enrolment in Quarters Primary School should be enrolled in the school if there is sufficient accommodation at the school, or if the request for enrolment aligns with the school's enrolment management plan (if they have one).

See 'Priority Order of Placement' below for the enrolment selection process where there are insufficient places for all students who seek entry.

Specialist Provision

Enrolment under the Specialist Provision prioritises entry to Quarters Primary School for students with a disability that meet the specialist enrolment criteria.

The enrolment criteria have been determined based on the identified education needs of students in the community.

Students seeking to enrol under the Specialist Provision 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 students who do not meet the above criteria will be considered on a case-by-case basis by the region, in consultation with the Principal, in consideration of the student's education and support needs.

PRIORITY ORDER OF PLACEMENT

All students for whom the school is considered to be the designated neighbourhood school and who live within the DNZ are guaranteed a place.



Mainstream Provision

Students seeking enrolment under the Mainstream Provision who reside outside the DNZ will be considered in line with the Department's [Placement Policy](#) for designated neighbourhood schools.

This specifies that, in circumstances when Quarters Primary School may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:

1. Students for whom the school is the designated neighbourhood school.
2. Students with a sibling at the same permanent address who is attending the school at the same time.
3. Where the Regional Director has restricted the enrolment, students who reside nearest the school.
4. Students seeking enrolment on specific curriculum grounds.
5. All other students in order of closeness of their home to the school.

Specialist Provision

In circumstances where the school may not have sufficient accommodation to accept all applications from eligible students for specialist provision, the school will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who reside nearest to the school.

Under both the Mainstream and Specialist Provision, schools must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.

In addition, in the first three years of operation, Quarters Primary School may limit enrolment places in the Specialist Provision to a maximum of 10 per cent of the overall enrolments to ensure the school's design and capacity can continue to meet the needs of the school's total population.

Students residing in the DNZ who meet the eligibility criteria for the Specialist Provision will count towards the total number of places available in the specialist capacity.

Any remaining places in the Specialist Provision will be available for students with disability from outside the DNZ who meet the eligibility criteria.

Verification of permanent address

When assessing enrolment applications under the priority order of placement, Quarters Primary School may ask for supporting documentation to assist them in verifying a student's permanent residence.

Quarters Primary School may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence.

Documents should show the same address and parent's/carer's name as recorded on



the school enrolment application form.

The school may also make the following enquiries to verify the information provided:

- a) checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office
- b) checking with a real estate agent to confirm a rental address
- c) for a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.

The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.

ENROLMENT ON COMPASSIONATE GROUNDS

In exceptional circumstances, the Regional Director South Eastern Victoria Region may approve a student enrolment at Quarters Primary School based on compassionate grounds. This is an overarching consideration and does not form part of the 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.

EVIDENCE AND SUPPORTING INFORMATION REQUIREMENTS

To support a student's application for enrolment under the Specialist Provision, 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 assist supported inclusion schools in determining whether the student meets their enrolment criteria. Department regional offices also play a role in helping supported inclusion schools with enrolment processes.

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

APPEAL PROCESS

Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age level. Parents or carers seeking to appeal Quarters Primary Schools' enrolment decision should lodge a written appeal with the school. The Department will contact parents/carers with further information after an appeal is lodged.

POLICY REVIEW AND APPROVAL

Policy last reviewed	20 May 2022
Approved by	Regional Director, South Eastern Victoria Region
Next scheduled review date	20 May 2025