Enrolment at a State Support School Procedure
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1. Purpose

The purpose of this Procedure is to provide guidance on the enrolment of students in the three Support Schools state-wide.

2. Overview

Enrolment at a Support School MUST be requested by a parent/guardian; and will be considered when:

- The student has a significant, identifiable disability which includes a severe intellectual disability. The student’s intellectual disability may or may not be accompanied by severe physical disability or moderate to severe autism.
- The Support School Placement Committee agrees that Support School enrolment is the most appropriate school enrolment for the student.
- The student’s opinion has been considered wherever possible.

Eligibility for enrolment does not guarantee placement within a Support School in Tasmania.

3. Process

3.1 Timeline:

Kinder age / Early Childhood Intervention Service (ECIS) nominations are due by Monday of Week 7, Term 2.

Kinder age Placement Committee will meet in Week 8, Term 2, in order for transition programs to be undertaken across Terms 3 and 4 in preparation for the following year.

School age nominations are due by Monday of Week 5, Term 3.

School age Placement Committee will meet in Week 6, Term 3, in order for transition programs to be undertaken across Term 4 in preparation for the following year.

Interstate enquiries will be reviewed during the year as required.

The process for transition between Support Schools will be considered on a case-by-case basis.

3.2 Enrolment Process:

To apply for enrolment, the Nomination for Support School Placement Form MUST be completed and forwarded to the Manager Disability Services and the relevant Support School Principal.

The student’s parent/guardian MUST visit the Support School and confirm their support on the Nomination for Support School Placement form.

A Support School Placement Committee will be established for each Support School and will include the following core educational professionals and other staff as appropriate:

- Manager Disability Services (Chair)
- Learning Services Student Support Leader
- Support School Principal
- Professional Support Staff representatives (including Speech and Language Pathologist, School Psychologist, Autism Consultant).
In relation to each student’s nomination for enrolment in the Support School, the Placement Committee will:

- Consider all relevant documentation regarding the individual student.
- Make a determination about the appropriateness of the proposed enrolment both to meet the needs of the nominated student and regarding the current context within the Support School (e.g. physical environment, existing group of students and capacity for an appropriate class placement).
- Recommend a time for review if an enrolment is agreed but a review is required.
- Undertake review of placement at the request of family, Support School or neighbourhood school to determine appropriate ongoing educational program (e.g. phased return to neighbourhood school as appropriate).
- The Support School Placement Committee will have the right of ultimate determination to approve or not approve enrolment.

3.3 Review Process:

- The student’s parent/guardian may ask the Director Inclusion and Diversity Services and Director Student Support for a review of the decision made by the Placement Committee.
- Applications for review must be in writing and addressed to the Director Inclusion and Diversity Services via email to disabilityprograms@education.tas.gov.au.
- The student’s parent/guardian may appeal the decision of the Placement Committee and Directors Inclusion and Diversity and Student Support through the Ombudsman.

4. Related policies
- Enrolment Process

5. Related procedures
- Transport Assistance for Students with Disability Procedure
  The Transport Assistance Guidelines will be applied equitably to all students including those attending a Support School. Enrolment in a Support School does not give automatic access to Transport Assistance. Refer to the Transport Assistance Procedure for further information.

6. Supporting information/websites
- Nomination for enrolment at a Support School – Checklist for Families
  Concise guiding information to assist families through the process.
- Nomination for enrolment at a Support School – form
  Nomination form required for all students. This is not an enrolment form.
- Department of Education website ‘Supporting Student Need’
  Contains helpful information relating to supports available in all schools for students with disability.
7. Legislation

- *Disability Standards for Education 2005*
- *Education Act 2016*