

HOLY SPIRIT SCHOOL



SPECIAL NEEDS ENROLMENT PROTOCOLS POLICY

There are essentially 4 stages to the enrolment process. The guidelines below are designed to support students with Special Needs. It must be stated that at all times H.S.S recognises the importance and dignity of each child. That we celebrate diversity and strive to provide opportunities for all students to succeed and learn.

Stage 1 – Enrolment Application

After an initial parent/guardian enquiry, an application for enrolment package is sent home (or picked up from the School Office). If parents want to proceed, an interview with the Principal is organised. All students must attend the interview – it is at this point that a decision is made as to whether or not the student has a ‘Special Need’.

Stage 2 – Information about Student’s Educational Needs

Permission from the parents from H.S.S to further investigate the student’s Educational needs. An example of information that the Parents and School collects could include:

- Physical access, specialised equipment
- Building modifications
- Health issues
- Personal care needs
- Communication needs
- Curriculum needs
- Specialist agencies/needs
- Emergency plan/procedures

Stage 3 – Negotiating the Student’s Curriculum

The school (Well Being Committee, SSO...) considers how we can ‘best’ meet the student’s needs. The Principal with SSO has a follow up meeting/interview with parents and any other relevant/appropriate professionals to discuss the educational program (Inclusive Practices) that Holy Spirit School can successfully offer the student.

Stage 4 – Action Following Enrolment Decision

1. Enrolment is successful and proceeds.

Decision from discussions in Stage 3 are formalised in writing and a letter is given to parents clearly stating how the students’ needs can be met and that the enrolment has been accepted based on the information provided (if information has been deliberately omitted/falsified the enrolment can be

immediately declined). A student Support Plan (SWD Coordinator) is completed and a Transition/ Orientation program is negotiated (with all stakeholders).

2. Enrolment is not successful/does not proceed.

This may occur because the Parent /Guardian chooses not to continue with the process because they do not believe the school is able to adequately meet their child's needs or H.S.S. demonstrates that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school.

Date Ratified	Principal's Endorsement	Review Due
June 2014		June 2017