



Enrolment Policy

PURPOSE

To outline the enrolment criteria and processes relating to Victorian College for the Deaf.

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 Victorian College for the Deaf. The Principal must submit an application to the Program for Students with Disabilities. 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.

A student aged over 18 years of age at any time during the year of enrolment who does not meet one of the DET exceptions found in the DET Enrolment policy may only enrol in or attend a government school if they are granted an exemption from the age requirements. Eligibility does not guarantee that an exemption will be granted.

Exceptions apply to individuals who:

- are turning 18 during the year of enrolment, if they are enrolling solely in an accredited senior secondary course, for example Victorian Certificate of Education (VCE), Victorian Certificate of Education Vocational Major (VCE VM) or Victorian Pathways Certificate.
- are turning 19 during the year of enrolment, if they are enrolling solely for the purpose of completing an accredited senior secondary course in that year (or that they are expected to successfully complete their course in the year of enrolment based on current assessment information and course plan)

Best Interests

Schools must consider the entry assessment from kindergarten and informal observations to assess development, literacy, and numeracy, and academic, social and emotional needs in determining a student's school readiness.

Early entry to school is generally not considered to be in the best interests of a child unless the child is:

- at least 4 years 6 months of age on or before 30 April in the year of school commencement; and
- considered at risk of long-term educational disadvantage by a childcare, kindergarten, allied health or other relevant professional if they do not commence at school

To apply for a minimum age exemption for early entry to school, use the: [Minimum Age Exemption – Early Entry to School Application Form](#).

IMPLEMENTATION

Victorian College for the Deaf 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.
- Before enrolment into the school, the parent/family must visit the school with their child, 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.
- If the child is confirmed eligible to enrol at Victorian College for the Deaf and a place is available. The following documentation must be provided:
 - A completed Department of Education and Training 'Confidential Student Information Enrolment Form'. This form is submitted to the office at VCD with details entered immediately on CASES21.

- When a student has been accepted to Victorian College for the Deaf, 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 Victorian College for the Deaf, 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.

COMMUNICATION

This policy will be communicated to the school community via:

- School website
- Staff induction and handbook

REVIEW CYCLE

This policy was last updated on 8th December 2022 and is scheduled for review in December **2026**.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 8th December 2022

