



Mildura Specialist School ENROLMENT POLICY

To be eligible to enrol at a Victorian Government School a student must:

- Be an Australian Citizen or a student with relevant specified visas
- Meet the age eligibility requirements

Under the Education and Training Reform Act 2006 (Vic) (the Act), schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted. This applies to all schools including mainstream, specialist, and government English language schools or centres.

ELIGIBILITY CRITERIA

Mildura Specialist School provides an education for students aged five to eighteen, with an intellectual disability from the local area and surrounds. Enrolment eligibility is determined by the Department of Education and Training. Students are eligible if they receive funding through the Program for Students with Disabilities (PSD) under the criteria of Intellectual Disability (ID).

PROCEDURE FOR ENROLMENT

1. Parent/Carer Enquiry

- Enquiries may be made via phone call or email to mildura.ss@education.vic.gov.au. The Principal or nominee will ascertain whether the student potentially meets the criteria for attending Mildura Specialist School.
- Prep parent/carers are invited to make contact from May to discuss options for their child. Current assessment reports are required and provide history as evidence for a funding Application.

New and interstate students who are not funded who wish to attend Mildura Specialist School:

- May be enrolled if there is history of an intellectual disability. An application for funding is then completed within a 10 week period. Advice may be sought from the Region to confirm progression with enrolment.

All students

- If there is some doubt regarding the eligibility of a student to be funded under the intellectual disability criteria the student must be enrolled within a mainstream school where an application for PSD funding – Intellectual Disability can be made. If successful, the student may then be enrolled at Mildura Specialist School.

2. School Visit / Meet with Principal

Once it is ascertained that your child is likely to meet the enrolment criteria, a school visit will be organised so that you and your child can meet the Principal or nominee and have a tour of the school.

Please bring:

- Therapy or medical reports pertaining to your child's needs. These may include and are not limited to: Speech, Occupational Therapy, Physiotherapy, Autism, Audiology, Ophthalmology and/or paediatric reports.

3. Application Process An application will be made using the current PSD Guidelines once all assessments have been obtained.

4. Acceptance

If accepted into the PSD program under the category – intellectual disability, your child may be enrolled at Mildura Specialist School. Students are also able to be enrolled at their local school and we encourage families to explore this option if they wish.

5. Student Transfer from a Victorian Government School

If your child is already on the PSD Program funded under Intellectual Disability he or she may be enrolled and a plan made to commence at Mildura Specialist School.

Mildura Specialist School seeks to maintain a successful transition to learning which meets the needs of the student, their family and also the school.

DUAL ENROLMENT

Most students are enrolled full-time; a small percentage are dual enrolled which means students spend some days at a mainstream school.

Mildura Specialist School must:

- enrol eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- keep copies of sighted documents (note: for primary students this includes an Immunisation History Statement from the Australian Immunisation Register)
- verify changes to student enrolment names
- maintain and update student details obtained on enrolment
- provide new families with a privacy collection notice upon enrolment and keep all information confidential and managed in accordance with the Department's privacy policy and Victorian privacy laws. Refer to [Privacy and Information Sharing](#) for the template Privacy Collection Statement.

REVIEW CYCLE AND EVALUATION

This policy was last updated on 8 June 2021 and is scheduled for review in June 2025