



Supported Enrolment

INTRODUCTION AND RATIONALE

The following procedures reflect the ongoing commitment of Burdekin Catholic High School towards inclusive practices in schools and is guided by the principles of justice as reflected in Church, education and legal areas.

The Principal carries responsibility for the enrolment of all students. *The Supported Enrolment Application and Procedures for Students requiring Significant Educational Adjustments* encourages all participants in the education process (parents, students, teachers, school leadership, student services representatives) to share, as partners, the responsibility for successful outcomes for all students. The process seeks to reveal and clarify the characteristics of the learner and to assess the adjustments for accessing the learning and the implications of these for the school, the family and the student.

The following flowchart provides an overview of the process in stages.

SUPPORTED ENROLMENT PROCEDURES

PRELIMINARY STAGE

- Application for Enrolment Form completed

STAGE 1

Principal and Learning Enrichment Teacher conduct interview

- Parent's description of the child
- Parent's concerns about the child at school
- Parent's general expectations of the child at school
- Parent's general expectations of the school
- Parents informed of the enrolment support procedures
- Application for details of relevant information sources
- Permission in writing for relevant contacts to be made

STAGE 2

- Collection of data from agencies – Guidance, Specialist, etc
- Collection of data from previous schools
- Behavioural data
- Family data
- Meeting arrangements and agenda communicated

STAGE 3

- Enrolment Support Group Meeting –
 - Principal,
 - Deputy Principal Curriculum
 - Learning Enrichment Teacher,
 - Parent and/or Advocate,
 - TCEO Special Learning Needs person
- A record of the meeting is kept and forwarded to all participants

STAGE 4

- After consideration, the Principal informs the participants
- If the enrolment is considered appropriate, the Principal outlines what the school can offer and outlines the purpose and procedures for regular case review.
- A formal offer of enrolment is communicated to the parents in writing
- Parents accept or reject this offer

STAGE 5 - SCHOOL ACTION PLAN

- An individual IEP for the student
- Parent participation is sought in the IEP
- Consultancy support is enlisted where appropriate
- Case Review once a year –Deputy, Learning Enrichment Teacher, Pastoral Coordinator, Parent.