

# Enrolment Additional Needs

## 1. Guiding Principles

Enrolment to schools within Catholic Education, Parramatta Diocese (CEDP) must be consistent with our commitment to the integration of faith and life, treating diversity as the norm, and the inherent dignity of all students.

CEDP schools:

- welcome students with additional needs, and their families
- engage in sincere dialogue with parents/carers through and beyond the enrolment process
- aim to provide appropriate educational opportunities and support for students with additional needs
- evaluate their existing staffing, facilities and support to determine whether they may provide the services necessary to accommodate additional needs according to each particular set of circumstances.

## 2. Consultation

In some instances a school placement may not be available or be in the best interests of the student. The principal, together with Head Student Services Learning (HSSL), may seek a way forward by working with the family, if the family would like assistance.

## 3. Enrolling students with additional needs

Once the school has evaluated whether the prospective student meets the general enrolment criteria in CEDP Enrolment Policy, [Enrolment Procedures](#) and Enrolment Guidelines the additional needs and the school's capacity to meet them must be evaluated.

Additional needs are varied and sometimes complex to identify and evaluate. Close partnership with parents is important to support the prospective student in finding what may be their best interests.

## 4. Pathways

Depending on the support needs identified at both school and system level, the principal should proceed with Pathway 1, 2 or 3. See Appendix 1 for process when enrolling a student with additional needs.

Explanatory notes:

### Pathway 1: Student is enrolled

After determination that the student's needs can be met within existing school resources the student is enrolled.

### Pathway 2: Student is enrolled

The school may require support from Student Services to assist with determining level of need and resource implications to meet those needs. The student is enrolled and the school works with Student Services to support the transition.

### Pathway 3: Referral to director performance for decision

For a very small number of students the system may have insufficient resources to meet their additional needs. In those circumstances, if enrolling the student may pose an unjustifiable hardship on the system the HSSL evaluates the student's needs with the principal and Student Services, then decides whether enrolment may be offered.

**Number**  
103800

**Implementation date**  
16 September 2014  
(Update 3 April 2017)

**Service area**  
System Performance

**Location**  
Public

**Head policy**  
Enrolment Policy



Catholic Education  
Diocese of Parramatta

## 5. Relevant documents

### Enrolment policy framework

#### ENROLMENT POLICY

- ❖ Enrolment - Procedures
  - Enrolment – Guidelines
    - Enrolment Application
      - Letter of Offer
  - Enrolment Overseas Students – Guidelines
- ❖ Enrolment Additional Needs – Procedures
  - *These Guidelines*

### Other related documents

#### STUDENT POLICY

- ❖ Student Attendance – Procedures
  - Student Attendance Exemption – Guidelines

#### SCHOOL COMMUNITY POLICY

- Aboriginal Education - Procedures
- Privacy – Statement
- Privacy – Procedures
- Privacy – Guidelines
  - Australian Privacy Principles
  - Standard Collection Notice
  - Employment Collection Notice
  - Contractor and Volunteer Collection Notice
- Responsible Use of ICT and Social Media for Students – Guidelines
- ❖ Bishop Manning Scholarship Fund
- ❖ Complaint Handling - Procedures and Guidelines
- ❖ Workplace Health and Safety

## 6. Relevant legislation

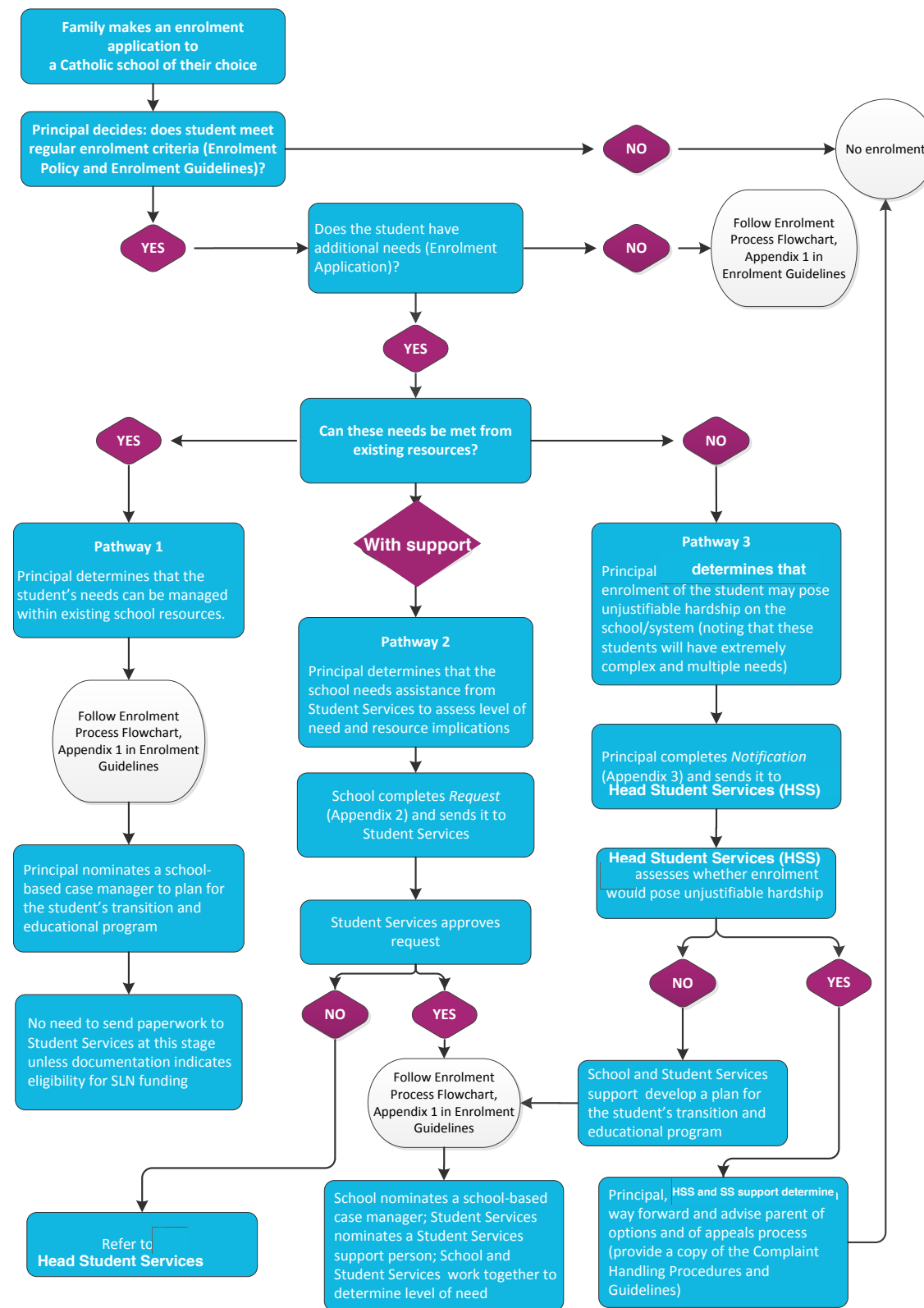
Education Act, NSW 1990

Disability Discrimination Act, (Cth) 1992

Disability Standards for Education 2005



## Appendix 1: Process when enrolling a student with additional needs



## Appendix 2: Pathway 2 - Request for resourcing after enrolment has been completed



*Email this Request with attached electronic copies of reports and signed Release of Confidential Information Form to [StudentServicesAdmin@parra.catholic.edu.au](mailto:StudentServicesAdmin@parra.catholic.edu.au)*

School .....

Suburb .....

Name of Student .....

Date of Birth .....

Intended Year of Enrolment .....

Anticipated Class at Enrolment .....

1. Outline student's additional needs. Attach any reports provided by parents/caregivers

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2. What additional resources are likely to be required in order to meet the student's needs?

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3. Have the student's parents/caregivers signed a *Release of Confidential Information Form*?

Yes

No

Principal's signature .....

Date .....

## Appendix 3: Pathway 3 - Notification to Head Student Services when there are serious concerns with regards the capacity of school/system to meet the needs of the student.



Complete and send directly to the HSSL when there are concerns that the school or system will be unable to accommodate the child in mainstream schooling. Email to HSSL with attached electronic copies of reports and signed Release of Confidential information Form.

School .....

Suburb .....

Name of Student .....

Date of Birth .....

Intended Year of Enrolment .....

Anticipated Class at Enrolment .....

1. Outline the reasons for your concerns and the additional needs of the student. Attach any reports provided by parent/carer?

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2. Have the student's parents/caregivers signed a *Release of Confidential Information Form*?

Yes

No

Principal's signature .....

Date .....

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12 Victoria Road, Parramatta  
tel (02) 9840 5600 fax (02) 9840 5678  
Locked Bag 4, North Parramatta NSW 1750  
[www.parra.catholic.edu.au](http://www.parra.catholic.edu.au)