

Enrolment Procedure for Students with Disabilities Requiring Special Educational Assistance

CONSULTATIVE PROCESS AND REPORT

This document sets out the consultative process required to enrol a student requiring provision of special educational assistance at OneSchool Global schools. This process is subordinate to the Enrolment Policy of the individual school.

While the Learning Support Director and Regional Principal have responsibility for coordinating the consultation process and report, it is recommended that the Community Principal is consulted in the first instance.

The process:

1. Is coordinated by the Learning Support Director,
2. Ensures the appropriate level of specialist support is provided for students identified as having special needs,
3. Is the same across all disability areas, regardless of the type and varied level of support required, and,
4. Relies on collaboration, consultation and team decision making.

Consultation includes the following personnel to ensure appropriate care:

1. Parents and caregivers,
2. Proposed receiving Campus Administrator, Head of Campus and relevant teaching staff,
3. Community and Regional Principal and other professional and community personnel as required,
4. Existing education provider or school teacher, in consultation with the parents, and,
5. External Specialists such as Speech or Occupational Therapist and Educational Psychologist may also be required.

REPORT

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After thorough consult with all relevant parties, a comprehensive report by the Learning Support Director will be provided to the Community and Regional Principal detailing special provisions as expected to be required. Any building and staffing modifications will be detailed including staff training.

The following must be included in this report:

1. Individualised Education Program (IEP - to be signed by parents before enrolment)
2. Program modifications
3. Building modification costings (if required)
4. Staff training or appointment costings
5. Classroom accommodations
6. Level of parental involvement
7. Transition requirements
8. External Specialists, services and allied health professionals
 - a. Please include reports, level of involvement and contact details
9. Transport to and from school

It would be expected that the report will be co-signed by Parents