



# Grovedale Deaf Facility

Foundation to Year 12

Grovedale West Primary School  
Grovedale 7-12 College



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school Office

## Background

Grovedale West Primary School provides specialised educational programs and support in a mainstream school setting, for students in Years P-12 with hearing impairment. The students are educated in the mainstream environment supported by a team of specialised Teachers of the Deaf, Communication Assistants and Auslan Assistants.

By law in Victoria all children from the age of 6 up until they turn 17 years must be enrolled at a registered school or registered for home schooling unless they have a reasonable excuse. School participation maximises life opportunities for children and young people by providing them with a comprehensive educational program and access to support networks. It also helps to develop important skills, knowledge and values that set them up for further learning and active participation in their local community.

Specialist schools, including Grovedale P-12 Deaf Facility have been established to cater for the specific educational needs of students with hearing loss. Under State and Federal discrimination law, specialist schools are permitted to set specific enrolment criteria and to not enrol students who do not meet these criteria.

## Purpose

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Grovedale P-12 Deaf Facility and the evidence required to support applications for enrolment.

It is intended to provide clarity for the local community on the enrolment criteria and ensure a smooth and supported transition for enrolling students.

## Scope

Enrolment at Grovedale P-12 Deaf Facility is based on a student's disability and associated educational needs. Subject to capacity, student intake may be at any stage of the year, providing the student is of school age and satisfies the eligibility criteria. All applications for enrolment at Grovedale P-12 Deaf Facility require regional approval.

## Enrolment Criteria

The following enrolment criteria have been specified and approved by the Regional Director, Barwon South Western Victoria Region (as the Minister's delegate) under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

The enrolment criteria have been determined based on the identified education needs of students in the community. A student's enrolment will be reviewed periodically in line with their needs.

	<p><b>Hearing Impairment</b></p> <ul style="list-style-type: none"> <li>• A bilateral sensori-neural hearing loss that is moderate/severe/profound</li> <li>• and the student requires intervention or assistance to communicate</li> </ul> <p>Students who meet the criteria do not have to reside in the school neighbourhood area.</p>
<p>School Specific Enrolment Criteria</p>	<p>Applications from students who do not meet the above criteria will be considered on a case-by- case basis by the region, in consultation with the Principal, in consideration of the student’s education and support needs. The Regional Director, Barwon South Western Victoria Region must approve enrolments for students who do not meet the eligibility criteria.</p> <p>Where an older sibling is commencing Prep with a younger deaf sibling (who meets the enrolment criteria) to follow in later years, the school will consider on a case-to-case basis the enrolment of the non-deaf sibling.</p>
<p>Priority Order of Placement</p>	<p>In circumstances where the school may not have sufficient accommodation to be able to accept all applications from eligible students, the school will manage enrolment applications in accordance with the following priority order of placement:</p> <ol style="list-style-type: none"> <li>1. Students with a sibling at the same permanent address who are attending the school at the same time.</li> <li>2. Students who reside nearest to the school.</li> </ol> <p>The school must ensure that all applicants eligible under the first criterion have been offered a place before moving to consideration of the second criterion.</p>
<p>Verification of Permanent Address</p>	<p>When assessing enrolment applications under the priority order of placement, Grovedale Deaf Facility may ask for supporting documentation to assist them in verifying a student’s permanent residence.</p> <p>Grovedale Deaf Facility may request original or certified copies of rental agreements, unconditional contracts of sale or other official documentation that demonstrates permanent residence.</p> <p>Documents should show the same address and parent’s/carer’s name as recorded on the school enrolment application form.</p> <p>The school may also make the following enquiries to verify the information provided:</p> <ol style="list-style-type: none"> <li>a) checking the electoral roll at an Australian Electoral Commission office or the Victorian Electoral Commission head office</li> <li>b) checking with a real estate agent to confirm a rental address</li> <li>c) for a rental property which is a studio apartment or a one-bedroom unit, checking whether there are any regulations/codes limiting the occupancy of these apartments to one person per apartment.</li> </ol> <p>The enrolment application may be unsuccessful if, after reasonable enquiries, the Principal is unable to verify that the evidence provided is genuine and valid. Applicants may then seek to appeal the decision according to the Appeal process outlined below.</p>

Enrolment on compassionate grounds	In exceptional circumstances, a student seeking enrolment at Geelong Deaf Facility who meets the enrolment criteria may be approved by the Regional Director Barwon South Western Region Victoria outside of the priority order of placement, based on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further advice and support when considering applications on compassionate grounds is available on the <a href="#">Policy and Advisory Library</a> and from regional staff.						
Evidence and Supporting Information requirements	<p>To support a student’s application for enrolment, the following evidence and supporting information should be provided:</p> <p><b>Hearing Impairment</b></p> <p>a) An audiogram with a written statement is required from a qualified audiologist.</p> <p>The Department provides assessment services to support specialist schools in determining whether the student meets their enrolment criteria. Department regional offices also play a role in supporting specialist schools with enrolment processes.</p> <p><b>NOTE: Enrolment applications may not be successful if the requested documentation is not provided or invalid.</b></p>						
Appeal Process	Parents/carers can appeal against the decision not to approve an enrolment. This can occur in relation to enrolments at any age or year level. Further information on appeals can be found at <a href="#">Enrolment: Enrolment in specialist schools   education.vic.gov.au</a> .						
Communications	The Grovedale Deaf Facility enrolment policy will be made available to the school community on the school’s website.						
Review cycle	<table border="1" data-bbox="435 1285 1441 1464"> <tr> <td data-bbox="435 1285 852 1328"><b>Policy last reviewed</b></td> <td data-bbox="852 1285 1441 1328"> <ul style="list-style-type: none"> <li>• August 2022</li> </ul> </td> </tr> <tr> <td data-bbox="435 1328 852 1424"><b>Approved by</b></td> <td data-bbox="852 1328 1441 1424"> <ul style="list-style-type: none"> <li>• This Policy was approved by Gretta Lynch principal on 9/11/22 at School Council.</li> </ul> </td> </tr> <tr> <td data-bbox="435 1424 852 1464"><b>Next scheduled review date</b></td> <td data-bbox="852 1424 1441 1464"> <ul style="list-style-type: none"> <li>• August 2026</li> </ul> </td> </tr> </table>	<b>Policy last reviewed</b>	<ul style="list-style-type: none"> <li>• August 2022</li> </ul>	<b>Approved by</b>	<ul style="list-style-type: none"> <li>• This Policy was approved by Gretta Lynch principal on 9/11/22 at School Council.</li> </ul>	<b>Next scheduled review date</b>	<ul style="list-style-type: none"> <li>• August 2026</li> </ul>
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