

# ENROLMENT PROCESS at CROYDON SDS



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on ph 9725 4933 or by email at [croydon.sds@education.vic.gov.au](mailto:croydon.sds@education.vic.gov.au)

## Enrolment Process Croydon Special Developmental School

Information on how to find, enrol, and start a child in your care at a school in Victoria is available on the Victorian government website.

To enrol your child at our school:

1. Visit or contact the school to discuss your child's needs and why you think they may be eligible to attend the school. We will provide you with support to initiate any assessments needed to confirm eligibility for enrolment.
2. download and complete the enrolment form [link to form – available on the forms section of the CASES21 Portal]
3. collate the required documents outlined below
4. return the completed form, along with the required documents, in person or via email to [croydon.sds@education.vic.gov.au](mailto:croydon.sds@education.vic.gov.au)
5. A Student Support Group Meeting (SSG) will be held to discuss your child's needs.

A student's eligibility for enrolment will be in line with our Enrolment policy [add link] and parents/carers will be advised of the enrolment outcome only after all of the above steps have been completed and validated.

## Required documents

Required documentation includes:

- Completed enrolment form [link to form – available on the forms section of the CASES21 Portal]
- Evidence of identity and date of birth (for example, a birth certificate or passport)
- Immunisation Status Certificate
- Copy of current cognitive assessment which indicates a Full Scale Intelligence Quotient (FSIQ) of 50 or below
- Vineland Adaptive Behaviour Scales indicating composite score of 70 or below.
- Reports or documents which provide information about your child's learning or health support needs

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

#### School zones

Information about school zones, and our designated transport zone, is available on [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). This website hosts the most up-to-date information about Victorian school zones.

Students are guaranteed a place at their designated neighbourhood school, which is determined on the basis of your permanent residential address. Enrolment at schools like ours, as well as any select entry, specialist and specific purpose school, is determined based on the school's local Enrolment policy and/or Entry criteria.

The Department provides guidance for designated neighbourhood schools through the Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.

For more information, you can:

- visit School zones for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on 1800 896 950

email the VSBA at [vsba@education.vic.gov.au](mailto:vsba@education.vic.gov.au)

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