



## **Enrolment Application and Support Procedures for Students with Special Educational Needs**

The Enrolment Application and Support Procedures for Students with Special Education Needs operates within the Special Education Policy Statement for Brisbane Catholic Education schools. This policy statement, consistent with the Vision Statement and Strategic Renewal Framework 2002-2006, reflects the ongoing commitment of Brisbane Catholic Education to the incorporation of inclusive practice in schools and is guided by the principles of justice as reflected in Church educational and legal imperatives. The enrolment of a student with special educational needs is the concern of the whole school community within the church.

## Rationale

The Enrolment Application and Support Procedure is one that reveals and clarifies the respective requirements of the student, the family and the school; and the contribution each can make to the educative process.

A partnership approach is foundational to this process and leads to an appropriate response to the student's educational needs. The enrolment application and support procedures are used when it is considered likely that special education provision will be needed to support a student's initial enrolment and/or for ongoing service provision.

## Our Mission

Our mission for the College is to provide a high quality education within our Catholic tradition where all are engaged in their learning, challenged and motivated to do their best. Our aim is to assist the formation of our students to become young men and women of competence, conscience and compassion with an attitude of excellence and service

## Enrolment Policy

Xavier Catholic College is open to those accepting and supportive of the Catholic faith and the goals set out in the College's Mission Statement and Foundation Principles.

## Enrolment Application and Support Procedures for Students with Special Educational Needs

### Preliminary Stage

- Make Application for Enrolment

### Stage 1 - Parent Meeting

- Student Enrolment Team Meeting preparation
- Partnership Formed

### Stage 2 - Data Gathering

- Observe/Collect Data
- Explore Needs

### Stage 3 - Enrolment Support Meeting

- Examine Implications
- Partnership Strengthened

### Stage 4 - Reflection & Decision Making

- Principal Makes Decision
- Informs Relevant Others

### Stage 5 - School Action Plan - Ongoing (Enrolment outcome 'yes')

- Plan Action as Necessary
- Partnership process continues
- Ongoing program monitoring & review
- Determine if ongoing concerns are raised regarding program outcomes, return to Stage 2

### Stage 5 - Support (Enrolment decision 'no')

- Support in exploring alternative educational options.
- Appeal Process (Refer to Appendix 9)

## School Contact Personnel

**College Principal:** Mr Simon Dash

**Head of School (Secondary):** Ms Tameika Grist

**Assistant Principal (Middle):** Mr Reagen Collier

**Head of School (Primary):** Mr Russell Davey

**STIE (Support Teachers Inclusive Education):**

Primary: Mrs Libby Gaedtke, Mrs Cassie Wilson

Secondary: Mrs Tracy Grambower, Ms Claire Sinclair

**Guidance Officers:**

Mrs Tanya Gripske (P-Y6), Mrs Annie Sexton (Y7-12)

