



St Thomas More College
SUNNYBANK
Do More. Be More.

ENROLMENT APPLICATION AND SUPPORT PROCESS

For the enrolment of students with disability
requiring adjustments to access education.

Introduction & Rationale

The Enrolment Application and Support Procedure (EASP) reflects the ongoing commitment of Brisbane Catholic Education (BCE) towards inclusive practices in schools and is guided by the principles of justice as reflected in Church, education and legal areas.

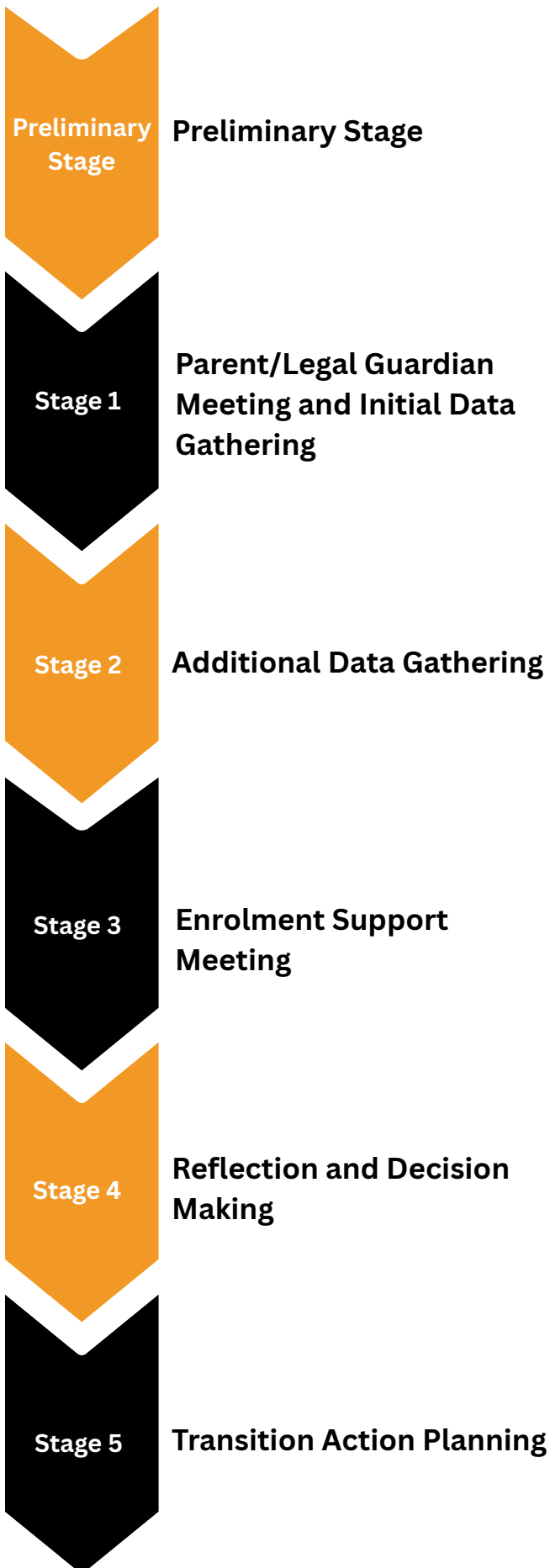
The consultation process seeks to reveal and clarify:

- The characteristics of the learner, including the functional impact of the disability
- The educational adjustments required for learning
- The considerations for the implementation of adjustments within the context of school, family, and student.

The EASP is applied to the enrolment of students with disability. EASP is a collaborative, problem-solving approach to enrolment.



Enrolment Application Process



Preliminary Stage

- An application for enrolment is made through the usual school enrolment process.
- The application of any student that meets enrolment policy criteria is progressed
- Principal initiates the use of EASP when it is apparent that a student requires adjustments

Stage 1 - Parent/Legal Guardian Meeting and Initial Data Gathering

- Enrolment Support Team, parent/legal guardian and student meet. Partnership is formed.
- Initial data is gathered.
- A place is held for the student while additional data gathering, and exploration of adjustments is carried out.

Stage 2 - Additional Data Gathering

- Additional data gathering is carried out as required to inform transition and personalised planning.
- Observation in current setting (if relevant).
- Educational adjustments are explored.
- Data gathering continues in the year prior to transition to ensure a relevant transition plan is completed before commencement

Stage 3 - Enrolment Support Meeting

- Information is shared, discussed and clarified with the parent/legal guardian and student.

Stage 4 - Reflection and Decision Making

- Stage 3 and Stage 4 may be consolidated if appropriate.
- If the EST has any concern about the school's ability to provide reasonable adjustments that will support the functional impact of disability, this should be discussed with the family/legal guardian by the Principal.
- Principal, in consultation with the Enrolment Support Team, makes enrolment decision.
- Enrolment is offered, if applicable.
- Principal communicates offer of enrolment in writing to parent/legal guardian.

Stage 5 - Transition Action Planning

- Case Manager is appointed.
- Transition Action Plan is developed.

St. Thomas More
COLLEGE



God's Servant First

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