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Enrolment Application and Support Process

For Students requiring significant educational adjustments

St Vincent's Primary School
Clear Island Waters

Brisbane Catholic Education
teaching · challenging · transforming

Introduction and Rationale

The Enrolment Application and Support Process (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 impact of the disability
- The educational adjustments required for learning
- The implications of adjustments within the context of school, family and student

The EASP is applied to:

Initial enrolment consideration: When an application for enrolment is made on behalf of a student for whom it is considered likely that adjustments will be required to enable the student to participate in education, and use facilities, on the same basis as students without a disability, EASP is applied.



Preliminary Stage

Parent/Legal Guardian Meeting and Initial Data Gathering

Additional Data Gathering

Enrolment Support Meeting

Reflection and Decision Making

Transition Action Planning

Preliminary Stage

- An application for enrolment is made through the usual school enrolment process.
- Principal initiates the use of EASP where necessary.

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.
- If student meets enrolment policy criteria, 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.

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.
- 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.