

ENROLMENT REQUIREMENTS AND PROCESSES



LEEMING SHS ESC

ENROLMENT PROCESS		Check
DECIDING WHICH SCHOOL...		
1.	Use Google maps. What are the closest schools to your home. This is by road not as the 'crow flies'.	
2.	Use on-line schools information. Make a list of what these schools offer. How does the school ethos and philosophy fit with yours?	
3.	Visit all the schools and education support facilities in your local area. (This might include private schools)	
4.	Make a list of what you want for your child. Which of these schools best addresses these wants? Ask the questions at the school meetings. If unsure phone or email and ask.	
5.	Check that you are in the catchment area for Leeming ESC-use Google Maps. Is Leeming the closest Ed Support facility?	
HOW TO REQUEST AN APPROVAL TO ENROL...		
6.	Collect all the information regarding the diagnosis, therapy reports, doctor letters etc	
7.	Add the latest IEP and school report	
8.	Scan or photo copy the information and email or bring it the school	
9.	Complete a Request for Approval to Enrol (ATE)-you can get this from Leeming SHSESC	
10.	Complete Page 1 which is about your child's information.	
11.	On page 2. Ensure that you tick all the boxes as these demonstrate that you are making an informed choice.	
12.	Tick the standard enrolment box (Not the Local Area Placement)	
13.	Send the Request for Approval to Enrol (ATE) with all of your documentation to LESC (if you have not already sent the information).	
14.	The Principal of Leeming ESC will decide if there is capacity in the year level you are applying for and if enough information is provided. The Principal will sign the ATE.	
14	All of this information with the Request for Approval to Enrol form are sent to the Lead School Psychologist (LSP) by Leeming ESC. The LSP signs the form if the child meets the Department's eligibility requirements	
15.	The Lead School Psych (LSP) will return the signed ATE to Leeming ESC. If the child does not meet eligibility or the LSP does not believe Leeming ESC is the best option for the child the parents will be notified.	
16	The parents can-collect more information to support their application. Apply to another school or seek advice from the South Metropolitan Regional Office	
17	If the ATE is signed, you and the exiting school are notified in writing. This letter includes information regarding a transition and Leeming ESC staff profiling your child at their current school.	
18.	You are able to enrol your child at Leeming ESC through completing the enrolment package. If you require transport apply to SBS immediately as there is a wait list.	
FOLLOWING ENROLMENT...		
19.	Leeming ESC send the information you have provided about your child to Disability Resourcing where it is kept in a secure, confidential folder to be used in assessing the funding the school will be provided	
20.	Transition: Parents will be notified of when the transition will commence. This is usually in early November- 4 consecutive Wednesdays- 9-11am. Leeming ESC may ask for Education Assistant support from the exiting primary school if this will reduce the child's anxiety. Families will be responsible for transporting their child. It is preferred that if possible the new students wear their Leeming SHSESC uniform to the transition. The uniform shop opening hours are on -line on the Leeming SHS website.	