

APPLICATIONS FOR PREP ENROLMENTS 2020 – PSD ASD

The following information is based on the process used for 2019. It is expected to be the same for 2020 with the below notes amendments. If there are any major changes to this information Western Autistic School [WAS] will provide it as soon as possible.

Western Autistic School can only enrol child whom are **deemed eligibility for the Program for Students with Disabilities** – under the following category **Autism Spectrum Disorder (PSD ASD)**.

APPLICATION PROCESS FOR 2020 ENTRY TO WESTERN AUTISTIC SCHOOL

1. Parents who have a preference for their child to attend WAS in 2020 should;
 - Complete an **EXPRESSION OF INTEREST** for their child,
 - Attend an **OPEN DAY** and/or **TOUR**.
2. Complete a PSD ASD application at their **CLOSEST VICTORIA PUBLIC [GOVERNMENT] SCHOOL**, this should occur in term 2/3 to avoid delays. <https://www.findmyschool.vic.gov.au/>

If the child has a formal diagnosis of autism from a multidisciplinary team, WAS will direct parents to contact their **CLOSEST VICTORIAN PUBLIC [GOVERNMENT] SCHOOL** to complete the additional assessments required and submit their PSD application as early as possible.

If the child does not have a formal diagnosis of autism from a multidisciplinary team, then Western Autistic School will again direct parents to contact their closest local school for advice on support that may be provided at the school level.

This initial contact with the **CLOSEST VICTORIAN PUBLIC [GOVERNMENT] SCHOOL - mainstream school** serves a number of purposes but most importantly it begins the development of a relationship to a school that the student may either proceed with enrolment with or be transitioned to, at a later stage following an enrolment at WAS.

ROLE OF CLOSEST VICTORIAN PUBLIC [GOVERNMENT] SCHOOL

- Once contacted, the CLOSEST PUBLIC [GOVERNMENT] SCHOOL will undertake co-ordination of the assessment and application process for the **Program for Students with Disabilities** – under the following category **Autism Spectrum Disorder (PSD ASD)**.
- The local government school will verify with the parents that Western Autistic School has been advised of the student, that the parents has completed an EOI for their child and attended an OPEN DAY and/or TOUR.
- The student must be enrolled at the local public (government) school on CASES21 as a “Future Student”.

CASES 21 is the computerised administrative system used in Victorian government schools

WESTERN AUTISTIC SCHOOL

- The student's details will be uploaded to Program for Students with Disabilities Management System (PSDMS) a computerised system used by schools, regional and central government offices.
 - The school will consult with the Student Support Services Officer (SSSO) Key Contact Person and arrange referral to a psychologist and speech pathologist through the regular network referral allocation process.
 - The Psychologist and Speech Pathologist will work with the local government school and the family to ensure that all relevant assessments are completed and current (WPPSI 111; Vineland 11-TRF; and Speech Assessments for core language), and where required – pragmatic language/severe language disorder equivalence. The School and the Psychologist will ensure that the family have provided relevant reports to the school (multidisciplinary ASD Diagnoses)
 - The Psychologist will complete the application report as per the report pro-forma in the PSD Professional Guidelines for ASD.
 - The Local Government School will facilitate a Student Support Group (SSG) Meeting to complete the PSD application, including the Educational Needs Questionnaire (ENQ) and goals and strategies for the child.
 - The covering letter for the application should state that the child is seeking enrolment at Western Autistic School 2020 as the first preference.
 - The local government school is to obtain written permission from the parent for copies of the application and reports to be forwarded to Western Autistic School.
 - The local government school will **EXIT** the student from CASES21 on or before 27/01/2020, so that the student can be transferred to WAS for the start of the school year, this is only completed once PDS ASD funding is in place and the child has been accepted to WAS.
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APPLICATION SUBMISSION

The application is submitted online in PSDMS with the local government school.

Hard copies of the application and reports are forwarded to:

- Resources Co-ordination Group,
Program for Students with Disabilities
Locked bag 32005
Collins Street East, VIC 8003

And

Western Autistic School
1 Burnley Street or PO Box 433
LAVERTON 3028
[Or dropped into the school if convenient]

A copy of the application, including ENQ and all reports is to be retained at the local government school.

WESTERN AUTISTIC SCHOOL

Western Autistic School **CANNOT SEE OR VIEW APPLICATIONS SUBMITTED OR APPROVED** so it is important that when the school or parents hear about the notification/outcome of the application that a copy is sent directly to Western Autistic School western.autistic.sch@edumail.vic.gov.au and you contact us to confirm possible enrolment options for 2020.

NOTIFICATION

The outcome of the PSD application is often referred to it as a '**NOTIFICATION**' this happens on the PSDMS website via the local public government school [not WAS].

- The local public government school must notify the parents of the outcome of the application.
 - The local public government school should consult with the parents to confirm where the child will be attending in 2020.
 - If Western Autistic School is the families preferred school, forward a copy of the outcome notification letter and PSD application to Western Autistic School via **email** western.autistic.sch@edumail.vic.gov.au
 - If the child is enrolling at Western Autistic School (or any other school) the child should then be **EXITED [NOT DELETED]** from CASES21 at the local government school on or before the 27/01/2020.
 - If the child is remaining at the local government school, the child's enrolment at the local government school should be changed on CASES 21 from "Future" to "Active" at the start of 2020 and any placement at WAS is void.
 - SSSO files should only be transferred to Western Autistic School by an SSSO following a request for the file being received from Western Autistic School. If a request is not received then the SSSO file remains at the local school. Please note a copy of the completed and submitted application is required to be sent to Western Autistic School.
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TIMELINE

It is expected that the majority of these applications will be completed during Term 2/3 for submission in Term 3/4. However starting this process earlier will allow families to find out the outcome of their application earlier and confirm placement options prior to the 2020 school year. Later applications may result in not knowing what placements option are available to families prior to census and the annual enrolment schedule at Western Autistic School.