



## Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 03 9366 2071 or email [st.albans.east.ps@education.vic.gov.au](mailto:st.albans.east.ps@education.vic.gov.au)

## Deaf Facility Enrolment Policy



## Help for non-English speakers

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### BACKGROUND

St Albans East Primary School is a local Victorian government school that provides specialised educational programs for deaf and hard of hearing students as part of a Deaf Facility. The St Albans East Deaf Facility was established in 2001 as the Primary Deaf Facility for the Western Metropolitan Region of Melbourne. The Deaf Facility provides experienced, trained Teachers of the Deaf to support deaf and hard of hearing students. Local government schools with a Deaf Facility provide specialised educational support for deaf and hard of hearing students, including communication and technological support needs. Additionally, these schools employ qualified Teachers of the Deaf and support staff. Schools with a Deaf Facility campus also have enrolment policies that allow them to prioritise enrolment of students with disability who live outside the school zone, provided they meet specialist enrolment criteria.

### Purpose

This policy specifies the enrolment criteria for students seeking enrolment at St Albans East Primary School and the evidence required to support applications for enrolment.

### Scope

St Albans East Primary School is a designated neighbourhood school with a designated neighbourhood zone (school zone).

This policy applies to:

- students seeking enrolment who live within or outside the school zone; and
- deaf and hard of hearing students who live outside the zone and seek priority enrolment under the specialist enrolment criteria.

### ENROLMENT CRITERIA AND PRIORITY ORDER OF PLACEMENT

School aged students who reside permanently within the school zone are guaranteed a place at St Albans East Primary School.

Students may also apply for a place at St Albans East Primary School if they live outside the school zone. These students should be enrolled if there is sufficient accommodation at the school, and if the request for enrolment aligns with the school's enrolment management implementation plan (if one is in place).

## Priority order of placement

If there is not sufficient accommodation to accept all applications from students living outside the zone, St Albans East Primary School will prioritise applications in line with their enrolment management implementation plan (if one is in place). In the absence of an enrolment management implementation plan, St Albans East Primary School will manage enrolment applications in accordance with the following priority order of placement:

1. Students with a sibling at the same permanent address who are attending the school at the same time.
2. Students who meet the specialist enrolment criteria outlined below.
3. All other students in order of closeness of their home to the school.

If there is not sufficient accommodation to accept all applications from students who meet the specialist enrolment criteria (once in-zone enrolments and out-of-zone sibling enrolments have been confirmed), these applications will be prioritised in order of closeness of their home to the school.

## Specialist enrolment criteria

The following specialist enrolment criteria have been specified and approved by the Deputy Secretary, Schools and Regional Services (as the Minister's delegate), under section 2.2.16(b) of the *Education and Training Reform Act 2006* (Vic).

Students seeking priority enrolment under the specialist enrolment criteria must have:

1. A bilateral sensori-neural hearing loss that is moderate/severe/profound  
*and*
2. The student requires intervention or assistance to communicate.

## Evidence and supporting information requirements for the specialist enrolment criteria

To support a student's application for enrolment, the following evidence and supporting information must be provided:

### Criterion 1 - A bilateral sensori-neural hearing loss that is moderate/severe/profound.

- A current signed audiogram and written statement describing the type of hearing loss from a qualified audiologist (dated within the past 12 months).  
OR
- A signed statement from an audiologist or professional from a cochlear implant clinic confirming the student has cochlear implant/s (no timeframe requirements).

Nb. For students with a cochlear implant in one ear only, a signed audiogram and written statement describing the hearing loss from a qualified audiologist (dated within the past 12 months) is required to verify a moderate/severe/profound sensori-neural hearing loss in the non-implanted ear.

### Criterion 2 - The student requires intervention or assistance to communicate.

- Evidence from a relevant professional that the student requires intervention or assistance to communicate.

The department's regional offices play a role in helping schools with enrolment processes.

**NOTE: Enrolment applications may not be successful if the requested documentation is not provided or is invalid.**

### **Verification of permanent address**

When assessing enrolment applications under the priority order of placement, St Albans East Primary School may ask for supporting documentation to assist them in verifying a student's permanent address. For more information, see [Determining permanent residence](#).

### **Enrolment on compassionate grounds**

In exceptional circumstances, a student may be enrolled on compassionate grounds. This is an overarching consideration and does not form part of the priority order of placement. Further information can be found at ['Exceptional circumstances – compassionate grounds'](#).

## **APPEAL PROCESS**

Parents or carers can appeal an enrolment decision by lodging a written appeal with the principal.

If this appeal is unsuccessful and parents or carers are not satisfied that their appeal has been adequately considered, they may write to the South West Victoria Regional Director. Further information on appeals can be found at [Appealing enrolment decisions](#).

## **COMMUNICATIONS**

The St Albans East Primary School enrolment policy is available to the school community on the school's website.

## **POLICY REVIEW AND APPROVAL**

Policy approved by	Principal 20/10/2025
Next scheduled review date	20/10/2028