



The Ela Murray International School

Enrolment of Students with Special Needs

In developed countries children with special or high support needs are supported by a number of specialist services, working in conjunction with the school. Such services are not available in Papua New Guinea. The Ela Murray International School's enrolment policy for students with special or high support needs reflects this context.

POLICY GOALS

This policy is designed to ensure that

- children with special needs are not disadvantaged in their education
- children with special needs are catered for in terms of their social, emotional, intellectual and physical needs, and their personal safety,
- there is provision in the school fees paid by parents, or their company, for the provision of appropriate resources including the employment of staff to provide learning assistance
- the rights, terms and conditions for a learning assistant fall within the guidelines of The Ela Murray International School
- the welfare of other students is not affected by the inclusion of children with special needs where it is not possible to provide adequate support or expertise.

The Ela Murray International School has the right to refuse enrolment to children with special needs who would either not benefit from inclusion in the educational program offered, or for those children with special needs who adversely impact upon the welfare of others. The Board of Governors is responsible to respect the rights of the existing school community and children already enrolled. This requires balanced judgements which are guided by the principles of natural justice and reflect the best interests of all children.

PRINCIPLES UNDERPINNING THIS PROPOSAL

Our school seeks to provide best practice

- in the care and education of our students, and
- in safeguarding the terms and conditions of ancillary staff employed as learning assistants

IMPLEMENTATION

- Parents are required to provide all relevant assessments (either by a pediatrician or other qualified person) relating to the specific needs of the child, and professional advice on a plan for the educational program of that child, including strategies to assist with the placement. A current appropriate assessment must be provided before the application for enrolment will be considered.
- The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to the disability or special needs and to profile the support services required.

- The Staffing and Enrolment Committee will examine the information provided and will make a recommendation to the Board of Governors regarding the acceptance, or refusal, of enrolment.
- The Board of Governors will make the final decision regarding enrolment.
- The Ela Murray International School will reserve the right to refuse placement to a child with special needs who is deemed to either be disadvantaged by his or her inclusion or whose placement has an adverse affect on the welfare of others
- Placements of children with special needs will be reviewed on a regular basis. If the school is no longer able to meet the needs of the student, or the enrolment is affecting the school adversely, the enrolment will be withdrawn.
- If the enrolment application is accepted, any specialist equipment required will be at the expense of the parents/caregivers.

EMPLOYMENT OF ADDITIONAL STAFF TO THE ENROLMENT

- The Ela Murray International School will charge a fee (commensurate with the salary of a full-time assistant) in addition to the normal school fee for the placement of a child with special needs
- Staff employed as a Learning Assistant for a child with special needs will then come under the aegis of The Ela Murray International School with regard to their terms and conditions
- This will be seen as an additional fee to cover the costs of providing care for a special needs student and will not be seen as a wage paid by the parents to the assistant of the student concerned on a user pays basis
- Staff employed as an assistant for a child with special needs will be considered of The Ela Murray International School rather than as employees of the parents concerned
- In the event of the absence of a child with special needs, whether due to illness or planned vacation, or after designated school hours, the assistant will continue to work at the school and will not be required to work within the household of the special needs child