Program for Students with Disabilities

Students turning 19 or 20 and completing a senior secondary course in 2020

Guidance and form

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Background

The *Education and Training Reform Regulations 2007* prescribe age requirements for enrolment and attendance at government schools. These regulations specify maximum age requirements for Government schools.

Under these regulations, in general terms, students are required to finish school in the year that they turn 18, unless they are completing an accredited senior secondary course, in which case they may be enrolled in the school year that they turn 19. Where a student is turning 20 years in a school year, there are further restrictions on enrolment as outlined below in more detail.

Age eligibility and approval requirements are detailed in the [Admission](http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx) section of the School Policy and Advisory Guide. These requirements apply to all students, including students who are eligible for the PSD.

Students turning 19 or 20 in 2020 and eligible for the Program for Students with Disabilities

The Program for Students with Disabilities (PSD) is a targeted supplementary funding program for Victorian government schools. It provides resources to schools for a defined population of students with disabilities, with high needs.

For students above the maximum age and turning 19 or 20 in 2020 and are eligible for the PSD, the process set out in these guidelines confirms that a student’s admission complies with age eligibility requirements, for the continuation of existing PSD funding arrangements.

Maximum Age Requirements

Exceptions to the maximum age requirements

In line with the [Admission](http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx) policy and advice, Principals are responsible for assessing eligibility and approving the admission of individuals who fall within an **exception** under the Regulations, including individuals who:

* are turning 19 during the year of enrolment and enrolled at school solely for the purpose of completing an accredited senior secondary course
* ‘completing’ refers to sufficient units or courses of study, which, if satisfactorily completed will result in the student completing the course.
* will turn 20 years of age during the year of enrolment, and satisfy each of the following criteria:
* enrolled at a government school situated outside the metropolitan area solely for the purpose of completing an accredited senior secondary course in that year **and**
* there is no TAFE institute or other registered education or training organisation (other than another government school) within 50 kilometres of the school in which the person is seeking to enrol that is offering an accredited senior secondary education course through a distance education program that the person is eligible to enrol in.

An accredited senior secondary course is one that leads to a senior secondary qualification. In Victoria, the available senior secondary qualifications are:

* Victorian Certificate of Education (VCE)
* Victorian Certificate of Applied Learning (VCAL)
* International Baccalaureate Diploma (IB Diploma).

Exemptions from the age requirements

A student turning 19 or 20 in 2020 who **does not meet** one of the exceptions listed above may only enrol in or attend a government school if they are granted an **exemption** from the age requirements, granted at the discretion of the Minister or Regional Director. Principals are referred to ‘Exemptions from the age requirements’ in the [Admission](http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx) section of the School Policy and Advisory Guide.

Responsibility

**Principals** are responsible for ensuring eligibility and approving the admission of individuals who fall within an **exception** under the Regulations, as described under ‘Requirements’ above.

The **Regional Office** verifies eligibility for granting an individual an **exemption** from the maximum age regulations in limited circumstances, and the **Regional Director** makes an approval decision for the application.   
See ‘Exemptions from the age requirements’ in the [Admission](http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx) section of the School Policy and Advisory Guide.

**Wellbeing Health and Engagement Division** is responsible for funding arrangements for students turning 19 or 20 and eligible for the PSD, in line with the maximum age regulations and documentation from schools. As required, advice will be sought from the Department’s **Regional Offices** and **Legal Division.**

Submission Process

Documentation

Schools are required to provide:

* A completed ***PSD – student turning 19 or 20 in 2020*** **form** to outline student and course details (below)
* A ***2020 VASS Student Full Details Report*** as evidence of course and subject information (see [VASS User Manual](http://www.vcaa.vic.edu.au/Documents/vass/VASSUserManual.pdf))
* Where appropriate, documentation of being granted an exemption from the age regulations

Submission and timelines

Email completed documentation to [disability.services@edumail.vic.gov.au](mailto:disability.services@edumail.vic.gov.au)by **28 February 2020**.

Review and confirmation

Documentation provided by schools is reviewed to confirm that it is complete and complies with the [Admission](http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx) section of the School Policy and Advisory Guide. Where required, clarification will be sought from the nominated contact person.

Final confirmation will be sent to the principal and nominated contact by March 2020.

Funding Arrangements

A confirmed request enables the continuation of PSD funding, provided it has not ceased due to other reasons.

PSD funding is allocated based on enrolment information provided by schools via PSDMS. Schools must ensure that all students in receipt of PSD support are listed on PSDMS with current enrolment dates prior to budget critical dates each term. For Term 1 2020, this date is 28 February 2020.

The student’s time fraction should be consistent with advice in [*Guidelines for Counting Students for School Census*](http://www.education.vic.gov.au/school/teachers/management/improvement/Pages/censusadvice.aspx).

Funding for 2020 (based on confirmed requests and PSDMS enrolment and funding information) is captured in the Term 1 2020 PSDMS [Resource Allocation Listing](https://www.eduweb.vic.gov.au/psdms/ReportResourceAllocation.aspx) and the corresponding 2020 Confirmed [Student Resource Package](https://www.eduweb.vic.gov.au/srp/reports/report.aspx?id=2), released at the end of Term 1 2020.

Further Information

[Program for Students with Disabilities](http://www.education.vic.gov.au/school/teachers/learningneeds/Pages/psdhandbook.aspx)

[School Policy and Advisory Guide – Admission](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx) (maximum age)

[Guidelines for Counting Students for School Census](http://www.education.vic.gov.au/school/teachers/management/improvement/Pages/censusadvice.aspx)

[PSDMS - Program for Students with Disabilities Management System](https://www.eduweb.vic.gov.au/psdms/Home.aspx)

[DET Service Gateway](https://servicegateway.eduweb.vic.gov.au/MSMSelfService/) (‘Log a Request’ and select PSDMS) or **1800 641 943**

[Regional Offices](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx)

Program for Students with Disabilities

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form

Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Given name |  | | |
| Surname |  | | |
| Date of birth |  | PSDMS ID |  |

2020 Course Details *(2020 VASS Student Full Details Report to be provided as evidence)*

|  |  |  |  |
| --- | --- | --- | --- |
| School name |  | | |
| Course name (must be an *accredited senior secondary course*) | |  | |
| Year level |  | Time fraction |  |
| Will this course be *completed* in 2020? | |  | |
| Subjects undertaken in 2020: |  | | |

Checklist

| **Exception (principal approved)** | * Student is turning 19 during the year of enrolment and enrolled at school solely for the purpose of completing an accredited senior secondary course |
| --- | --- |
|  | * Student will turn 20 years of age during the year of enrolment, and satisfies each of the following criteria: * enrolled at a government school situated outside the metropolitan area solely for the purpose of completing an accredited senior secondary course that year **and** * there is no TAFE institute or other registered education or training organisation (other than another government school) within 50 kilometres of the school in which the person is seeking to enrol that is offering an accredited senior secondary education course through a distance education program that the person is eligible to enrol in. |
| **Exemption (granted at the discretion of the Minister or Regional Director)** | * Student has been granted an exemption from the age regulations * documentation attached |

Endorsement\*

|  |  |  |  |
| --- | --- | --- | --- |
| Principal’s name |  | | |
| Principal’s signature |  | Date |  |

Nominated Contact Person for Additional Information (if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Contact person |  | | |
| Role |  | Contact phone number |  |

**\*** Indicates Principal responsibility to admit individuals who comply with requirements for Admission in the School Policy and Advisory Guide, see [www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx)

* **Email** the completed form, the 2020 VASS Student Full Details Report and other required documentation to [disability.services@edumail.vic.gov.au](mailto:disability.services@edumail.vic.gov.au) by **28 February 2020** to ensure that the request can be processed
* Confirmation will be sent to the school email account by March 2020
* Refer to *Program for Students with Disabilities – Students turning 19 or 20 in 2020 - Guidance* for further information.