



# NEMLDC Placement Guidelines

The **North East Metropolitan Language Development Centre (NEMLDC)** is a school for educational excellence in the provision of specialist programs for eligible students with Developmental Language Disorder (DLD). Students attending the NEMLDC participate in a high-quality teaching and learning program that develops language to build futures.

## AIM

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These guidelines aim to document and communicate the process of application, eligibility, placement and transition at the NEMLDC.

## DEFINITIONS

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The **application** consists of the full range of assessments and forms necessary to support the Placement Committee to make an informed decision.

The **referral process** is the application, and placement to the NEMLDC.

The **referring agents** are the professionals who provide the application to the NEMLDC.

The **Placement Committee** is the group of staff comprising NEMLDC Principal and/or Deputy Principal, Speech Pathologists, and School Psychologist.

The **offer** is a formal letter proposing a placement at the NEMLDC, signed by the Principal.

**Placement** is the term used for a student's position at the NEMLDC.

**Enrolment** is the formal entry of the student onto the NEMLDC's student register following the completion of the required forms and information.

**Department** refers to the Department of Education (DoE) of Western Australia.

## PROCEDURES

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### Applications:

- The NEMLDC will receive applications for placement into Kindergarten to Year 1.
- The referral process, application forms and application closing dates are advertised on the NEMLDC's website at the beginning of Term 2.
- Key stakeholders notified of the closing dates and referral process at the beginning of Term 2 include:
  - All schools via Ed-email,
  - North metropolitan schools via North Metropolitan Education Region Office newsletter,
  - Principals of schools within the NEMLDC boundary via email,
  - School Psychologists of schools within the NEMLDC boundary via email,
  - Previous referring agents via email,
  - WA speech pathologists via professional-focused speech pathology Facebook groups (such as *Perth Speechies*),
  - WA private speech pathologists via contact with the *Private Speech Pathology Association of Western Australia (PSPAWA)*, and
  - Community speech pathology service providers via email.
- Complete applications are provided to the NEMLDC by the referring agent on, or before the specified closing date.
- Complete applications received on or before the specified closing date are given equal and first consideration.
- Applications for an extension must be made by contacting the NEMLDC in writing prior to the closing date for consideration alongside on-time applications.
- Referring agents are notified by email of the receipt of the application.
- Late applications will be:
  - accepted only until the end of Term 1 of the entry year, and
  - considered only if a placement is available after the consideration of on-time applications.
- In exceptional circumstances, enrolment decisions are at the discretion of the Principal.

### Eligibility:

A referral eligibility criterion is relevant for appropriate placement within a Language Development Centre (LDC). The following criteria need to be considered when making a referral:

1. A significant primary language disability in one or more language areas, diagnosed by a speech pathologist.
2. Learning potential within the average or above average range, as assessed by a psychologist or paediatrician.
3. Sound adaptive behaviour skills, substantiated by observed descriptive evidence of the child's behaviour in his/her current educational placement or in his/her home.

### Placement:

- Applications are considered by the Placement Committee.
- Placements are offered to applicants who demonstrate the eligibility criteria, provided places are available.
- When there are more applicants than places available, the Placement Committee considers the applications in light of school context.

- Parents are advised in writing early in Term 4 as to the outcome of their application for placement. Placement outcomes are as follows:
  - Placement offered.
  - No placement available.
  - Does not meet criteria.
- Parents and referring agents can seek feedback for applicants not offered placement.
- Applicants not placed by the end of Term 1 of the entry year may re-apply for the following year, however a new application is required.
- Parents must notify the NEMLDC of their decision to accept or decline an offer of placement by end of Week 4, Term 4.
- Students are placed into the year level according to their age, unless there has been a previous repetition in their schooling.
- Parents are required to attend the Parent Information and Enrolment Session during Week 5, Term 4.
- Parents are required to complete enrolment processes for their child by end of Week 7, Term 4.
- Bus services
  - Parents requiring bus transport must contact School Bus Services directly to apply.
  - Applications must be submitted in Term 4 of the year prior to commencement of schooling.
  - Parents will be notified of closing dates for bus transport applications at the Parent Information and Enrolment Session.

#### **Campus Placement:**

- Campus placement is offered according to the catchment area in which the student resides at the time of enrolment. Departmental procedures such as proof of residency apply.
- A parent may request a placement/transfer to an alternate to catchment area campus. Requests will be considered after in-catchment area students have been placed, and then upon placement availability.
- If parents choose to decline a placement at their local campus, the student may be placed on a waitlist at the parent's preferred site. Subsequent offer of placement at the preferred campus is based upon availability, and school context.
- Students may be offered a placement at the alternate NEMLDC campus if there is no placement available in their local catchment area at Principal discretion.
  - For the Campus Placement Map, refer to the Supplementary Documents section.

**Note:** Bus Services are not available for students attending a campus outside their local catchment area.

#### **Ongoing Placement:**

- Ongoing student placement is reviewed by the Teacher(s), Deputy Principal, Principal, Speech Pathologist and School Psychologist annually, or as required.
- Ongoing placement for up to 3 years at the NEMLDC is based upon the following criteria:
  - Student continues to meet eligibility criteria:
    - NEMLDC may provide supporting evidence, and
    - NEMLDC may ask parents to provide supporting evidence, such as assessment from external agencies.
  - Parents are actively participating in supporting attendance so that their child is accessing and benefitting from the program:

- Parents will be informed when their child’s attendance is considered at risk (below 90%) and the school will work with the parents to establish and maintain good attendance.
    - Parents will be informed when attendance is impacting their child’s progress.
  - At Principal discretion
- After 3 academic years at the NEMMLDC, a student may be offered a 4<sup>th</sup> academic year of placement based on the following:
  - An appropriate classroom place is available. Placement criteria continue to be demonstrated.
  - A review of the student’s language and academic profile indicates that they will be best suited to benefit from a 4<sup>th</sup> year of placement.
  - At NEMMLDC Principal discretion.

**Re-entry:**

After a period of exit, and within the same school year, parents may request for a student to resume placement at the school. Re-entry will be considered on a case-by-case basis and in consultation with parents and LDC and mainstream school staff. Outcomes of requests for re-entry will be based upon the reasons for exit, time out of school, availability of places and continued ability to meet the placement and regular attendance criteria. Where necessary, parents may be asked to provide supporting evidence, such as assessment from external agencies and the final decision is at the discretion of the NEMMLDC Principal.

**Repeat:**

To repeat a year of schooling is not recommended by the NEMMLDC or The Department. On a case-by-case basis, at parent request, repetition of a year level will only be considered after full consultation between the parent(s) and NEMMLDC Principal, School Psychologist, Teacher, Speech Pathologist and Deputy Principal/Principal of mainstream school. A student is limited to 1 repeat year throughout their entire schooling (Department policy). The repetition of a year at NEMMLDC will count as an academic year of placement at NEMMLDC. Repetition will not be considered for Kindergarten, as it is a part-time schooling year.

**Transfer between LDCs:**

- Parents may request for their child to be transferred between LDCs in collaboration with LDC Principals, dependent upon placement availability.
- In the event of a student transfer to another LDC, the NEMMLDC will provide an overview of progress, or a review of the student’s ongoing demonstration of placement criteria, if requested by the receiving Principal.
- If a student transfers into the NEMMLDC from another LDC, the NEMMLDC Principal will request an overview of progress, assessment, or a review of the student’s ongoing demonstration of placement criteria.
- Full Department school transfer procedures apply.

**Exit:**

- The school does not offer placements after Year 2.
- The NEMMLDC will advise parents in writing by the end of Term 3 regarding their child’s placement for the following academic year.

**School-initiated Exit:**

A student may be identified for a school-initiated exit (less than 3 year placement) in the following circumstances.

- The student demonstrates age-appropriate communication and academic skills.
- The student no longer meets placement criteria.

School initiated exits will be discussed with parents via case conference by the end of Term 3 for end-of-year exits. Should a student no longer meet the placement criteria, case conference(s) will be organised to plan for an end-of-term exit.

### **Transition:**

Following notification of exit:

- Parents are required to enrol their child into a destination school and inform the NEMLDC.
- Parents are provided information about transitioning their child into a mainstream school in the Transition workshop, held in Term 4 each year.
- Parents are encouraged to make early contact with the destination school, communicating their child's LDC placement.
- The NEMLDC advises parents to inform staff at their child's destination school about the availability of LDC Outreach support services.
- The NEMLDC will provide an Exit Report and a Department Student Achievement Report to parents in Term 4.
- The NEMLDC will provide information regarding the exiting student, including a workshop for destination school staff, to be held in Term 1 of the following year.
- The NEMLDC will provide an Exit Report and relevant student documentation to destination schools, either at the Term 1 workshop or via post for schools who could not attend.
- All staff at destination public schools are provided access to Outreach support, upon request from the destination school.

### **SUPPLEMENTARY DOCUMENTS:**

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- NEMLDC Referral Information and Guidelines
  - <http://northeastldc.wa.edu.au/enrolments/nemldc-referral-information/>
- Campus placement map
  - [https://www.schoolbuses.wa.gov.au/Portals/2/SBS/Maps/NEMLDC\\_boundary\\_Aug\\_2018.pdf?ver=2020-05-28-113945-367](https://www.schoolbuses.wa.gov.au/Portals/2/SBS/Maps/NEMLDC_boundary_Aug_2018.pdf?ver=2020-05-28-113945-367)
- School Bus Services
  - <https://www.schoolbuses.wa.gov.au/>
- Department of Education enrolment information
  - <https://www.education.wa.edu.au/enrolling-in-school>

### **VERSION**

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