Enrolment Process for Parents of Children with Additional Needs

This is a summary checklist on the process of applying for support services within the NSW Department of Education, including Early Intervention Class, Integration Funding Support, Support Classes in mainstream schools and Schools For Specific Purposes (SSP).

1. **Find your local school**
   All enquiries about school services start at your local school. Google 'School Finder' or type in the following web address https://schoolfinder.education.nsw.gov.au/
   Select 'Primary School'. Type in your home address and you will be directed to your local school and the contact details.

2. **Visit the school and arrange a meeting with the Learning and Support Coordinator**
   Visit and express you would like to start the enrolment process for your child with additional needs and you are seeking an application for Early Intervention, SSP, Support Class or Integration Funding Support.
   Arrange a meeting time with the school, this could be with the Principal, Assistant Principal, Learning and Support Coordinator or the School Counsellor, however many Counsellors are only onsite once a fortnight.

3. **At the meeting take along a copy of all diagnosis reports**
   Provide copies of diagnosis reports – paediatrician/speech/occupational therapy/CDU/PECAT/NDIS reports or any other documents that describes your child's level of need. You may be asked for proof of address, so you could include a copy of your rates notice, water bill or another bill with your current address. You may like to take a support person along with you to the meeting.

4. **Do a follow up phone call one or two weeks after**
   Ask to speak to the Learning and Support Coordinator or school counsellor. Ask if you have provided enough information and/or what else needs to be supplied.

5. **The school will investigate eligibility for support services**
   The local school will investigate and determine if a student meets criteria for additional support. Once the school determines eligibility, they will contact you to discuss what services are available specific to your child's needs and explain the application process.

6. **If agreed, the local school will complete an application for support services**
   If you would like your child to be considered for additional support the school will complete an application (Access Request form).

Laura Woodbury, Transition Support Teacher – Early Intervention. Mobile: 0493 385 664

The school will contact the preschool to visit and complete an observation and/or chat to other agencies involved in your child's diagnosis. You may be asked to complete additional checklists and/or meet with the school counsellor.

Before the application is submitted, you are given the opportunity to read it, sign it and provide a comment to support your child's application.

Important Dates

2026 Support Class and Schools for Specific Purposes application submitted by
Term 3, Week 1 – 25 July 2025
2026 Early Intervention applications submitted by
Term 4, Week 1 – 17 October 2025

7. All applications are presented to a panel to determine placement

Not all schools have support classes, and not all support classes have vacancies. All applications submitted are presented at the panel to find the best placement to meet the students' needs. The Panel includes Principals, Senior School Psychologist and regional staff.

8. Outcome of your child's application

- By the end of Term 3 or Term 4, the local school will be notified of the outcome and then will contact you to discuss the outcome of your child's application
- If successful, you will sign a letter of offer and contact your new school to organise a visit and start the enrolment process. You should reply promptly to the offer. Please consider carefully if your family decide against accepting the placement.
- If unsuccessful, the application will be presented at the following two panels

Your local school will guide you on what to do next. All questions and concerns are directed through your local school at all stages of the application process

Remember you are applying for a type of support not a specific school site.

For additional information

A website has been created to assist families who have children with additional needs starting school; https://education.nsw.gov.au/parents-and-carers/inclusive-learning-support