

Enrolment and transition to school procedure

Aim

The following procedure seeks to ensure a smooth transition process for all children moving between Ko Taku Reo preschool and enrolled school. Clear delegation of roles and responsibilities are identified along with a realistic time for transition to school.

Roles and responsibilities

	Responsible for:
Parents/whanau	If interested in Ko Taku Reo fill in the Day Placement referral form with support Making an informed decision on schooling for their child (with support) Discuss their visions and hopes for their child's schooling journey. Provide enrolment documentation. Visiting the school setting before enrolment and during the transition process Take part in the transition handover meeting
School	Receive the Day Placement referral form and discuss at enrollment meeting. Consider enrolment. Confirm enrolment status: accepted or declined. Section 37 requirements Transport arrangements Transition plan Keeping the family informed and involved
Pre-school	Discussions with family and providing options for school enrolment and timing. Support family to fill in Day Placement referral form. Preschool lead will attend enrollment meetings to discuss any potential enrollments from Preschool. School visits Transition plan ORS application when applicable Keeping the family informed and involved
Counsellor	Consult with family members before and after school entry
*Advisor on Deaf Children-	*In most cases the AoDC will have a role in transitioning children, however as they are not internal employees, and this is an internal document their role will not be strictly delineated here. *In most cases they will provide support in the following areas: Complete the enrolment booklet with the family. Section 37 requirements ORS application Initial school visit with family

Enrolment & transition process

	Action required	Timeline
School options	<ul style="list-style-type: none"> • Preschool teachers will check with ES regarding space availability at the provision. • Preschool teachers and child's team to have a conversation with the family about school options. • Provide information about the range of options available. • Encourage family to view and visit a full range of options before focusing on one or two. • Discuss school start timeline (readiness for school- start at 5?) 	Approx. 12 months prior (4yo)
Referral to Ko Taku Reo	<ul style="list-style-type: none"> • If the family are interested in visiting a Ko Taku Reo provision they will need to fill in the day placement referral form • Preschool (or AoDC) can support the family to fill in the form. • New students will be discussed at fortnightly enrollment meetings so visits can be arranged 	
School visited	<ul style="list-style-type: none"> • When and if the family show interest in KTR as an option. Enroll school leaders to arrange a parent classroom visit. • Provision Lead teacher to be advised of visit by Enrolled school leaders 	Ideally 10 months prior
Information Gathered	<ul style="list-style-type: none"> • Enrolled school leaders gather information about the child through discussion with family and visits to Preschool, to determine if the child will benefit from placement in the provision. • Preschool teachers begin to gather/note information to provide for ORS application 	After parents visit within 1 month
ORS application (when appropriate)	<ul style="list-style-type: none"> • ORS application completed and submitted for verification. 	Ideally 3-6 months before the child's

		<ul style="list-style-type: none"> A copy of the ORS application is to be submitted to the enrolment Committee when completed. 	planned school start
	Placement enquiry	<ul style="list-style-type: none"> If KTR is determined to be an appropriate placement for the child Preschool, AoDC to consult with Enrolled school leaders to discuss enrolment and possible classroom placement. Enrolled schoolteachers will visit the child at preschool. Preschool will complete the handover notes to give the enrolled school all appropriate the necessary information about the child and their needs. 	Approx. 6 months prior
	Enrolment booklet	<ul style="list-style-type: none"> Enrolment options, requirements and documentation required explained to parents/caregivers. Section 37 prioritized 	Approx. 4 months prior
	Enrolment booklet received by school	<ul style="list-style-type: none"> Letter of acknowledgement sent to the family. Request and gather further supporting documentation where needed 	
	School placement accepted & setting confirmed	<ul style="list-style-type: none"> Student placement confirmed at enrolment meeting. 	
Section 37 application sent to MOE for processing. Required items: <ul style="list-style-type: none"> Signed Section 37 form. Completed Parent consent form. Recommendation received for non-ORS funded students 			
Letter confirming school placement to family. School information booklet provided along with uniform details & costs. <ul style="list-style-type: none"> Preschool leader contacted about the child placement. The Preschool Lead/Key Teacher will then be included in all relevant communications about the student. Email confirmation of the student placement sent to Preschool Lead/Key Teacher and specialist services team leader 			

		<ul style="list-style-type: none"> • Taxi transport applied for once the Section 37 has been accepted. 	
	Formal handover	<p>A Formal Transition meeting will be held between the child's family their current EI team, Preschool Key Teacher, Enrolled school leaders (if appropriate), Provision teachers and Integrated Services as required.</p> <ul style="list-style-type: none"> • Discuss handover information. • Discuss completed ORS application. • Look at the child portfolio 	Depending on the needs of the child up to 2 months prior
	Transition visits	<p>School visit timetable discussed and agreed with family, Preschool Key Teacher, and Provision Lead.</p> <ul style="list-style-type: none"> • Classroom teacher to the pre-school • Pre-school key teacher with the child • Parents visit the classroom twice with the child. • Number of visits will be dependent on the needs of the student to enable the best start to school. 	1 month leading up to transition
	Integrated services notes	Any files on the student will be handed to the Integrated Services team leader	

The time required for school enrolment and transition is at least nine weeks (approx. 1 term)

Handover Notes

The following information will be discussed at the formal handover meeting before the child begins school. The information will be collated by the pre-school key teacher and other professionals. The information will be collated by the pre-school key teacher and other professionals.

Child's name:

DOB:

Key teacher:

Contact details:

<p>Case history Age of identification Degree of hearing difference Assistive technology General health Additional needs Ongoing assessment</p>	
<p>Wellbeing Mana atua Self-help skills, toileting, health, eating, challenges, attendance</p>	
<p>Belonging Mana whenua Family engagement, cultural values/practices, contact for family, participation</p>	
<p>Contribution Mana tangata Following routines, independence, self-management, confidence, behaviour</p>	

<p>Communication Mana reo Language, communication mode, language used at home, social skills</p>	
<p>Exploration Mana aotūroa Strengths, interests, dispositions, gross/fine motor skills, numeracy, literacy</p>	
<p>Additional information</p>	

Appendix:

- Day Placement referral from

Reviewed	April 2026
Review partners	Lead Teacher, Staff, Parents
Next review date	September 2028
Signed:	
Preschool Lead	Susan Swolfs