

## 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 timeframe for transition to school.

### Roles and responsibilities

	Responsible for:
Parents/whanau	<p>If interested in Ko Taku Reo fill in the <a href="#">referral form</a> with support</p> <p>Making an informed decision on schooling for their child (with support)</p> <p>Discuss their visions and hopes for their child's schooling journey</p> <p>Provide enrolment documentation</p> <p>Visiting the school setting before enrolment and during the transition process</p> <p>Take part in the transition handover meeting</p>
School	<p>Receive Referral form and discuss at enrollment meeting</p> <p>Consider enrolment</p> <p>Confirm enrolment status: accepted or declined</p> <p>Section 37 requirements</p> <p>Transport arrangements</p> <p>Transition plan</p> <p>Keeping the family informed and involved</p>
Pre-school	<p>Discussions with family and providing options for school enrolment and timing</p> <p>Support family to fill in <a href="#">referral form</a></p> <p>Preschool lead will attend enrollment meetings to discuss any potential enrollments from Preschool</p> <p>School visits</p> <p>Transition plan</p> <p>ORS application when applicable</p> <p>Keeping the family informed and involved</p>
Counsellor	<p>Liaise with family members before and after school entry</p>
*Advisor on Deaf Children-	<p>*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.</p> <p>*In most cases they will provide support in the following areas:</p> <p>Complete the enrolment booklet with the family</p> <p>Section 37 requirements</p> <p>ORS application</p> <p>Initial school visit with family</p>

## Enrolment & transition process

		<b>Action required</b>	<b>Timeline</b>
	<b>School options</b>	<ul style="list-style-type: none"> <li>• Preschool teachers and child's team to have a conversation with the family about school options</li> <li>• Provide information about the range of options available</li> <li>• Encourage family to view and visit a full range of options before focusing on one or two</li> <li>• Discuss school start timeline (readiness for school- start at 5?)</li> </ul>	Approx. 12 months prior (4yo)
	<b>Referral to Ko Taku Reo</b>	<ul style="list-style-type: none"> <li>• If the family are interested in visiting a Ko Taku Reo provision they will need to fill in the referral form</li> <li>• Preschool (or AoDC) can support the family to fill in the referral form</li> <li>• New referrals will be discussed at fortnightly enrollment meetings</li> </ul>	
	<b>School visited</b>	<ul style="list-style-type: none"> <li>• When and if the family show interest in KTR as an option. Enroll school leaders to arrange a parent classroom visit possibly with the AoDC. Provision Lead teacher to be advised of visit by Enrolled school leaders</li> </ul>	Ideally 10 month prior
	<b>Information Gathered</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Preschool teacher begin to gather/note information to provide for ORS application</li> </ul>	Subsequent to parents visit within 1 month
	<b>ORS application (when appropriate)</b>	<ul style="list-style-type: none"> <li>• ORS application completed and submitted for verification</li> <li>• A copy of the ORS application is to be submitted to the enrolment Committee when completed</li> </ul>	ideally 3-6 months before the child's planned school start
	<b>Placement enquiry</b>	<ul style="list-style-type: none"> <li>• If KTR is determined to be an appropriate placement for the child Preschool, AoDC to liaise with Enroll school leaders to discuss enrolment and possible classroom placement</li> <li>• Enrolled school teachers will visit the child at preschool</li> <li>• Preschool will complete the handover notes to give the enrolled school all</li> </ul>	Approx. 6 months prior

		appropriate the necessary information about the child and their needs.	
	<b>Enrolment booklet</b>	<ul style="list-style-type: none"> <li>Enrolment options, requirements and documentation required explained to parents/caregivers</li> <li>Section 37 prioritized</li> </ul>	Approx. 4 month prior
	<b>Enrolment booklet received by school</b>	<ul style="list-style-type: none"> <li>Letter of acknowledgement sent to the family.</li> <li>Request and gather further supporting documentation where needed</li> </ul>	
	<b>School placement accepted &amp; setting confirmed</b>	<ul style="list-style-type: none"> <li>Student placement confirmed at enrolment meeting.</li> </ul>	
		Section 37 application sent to MOE for processing. Required items: <ul style="list-style-type: none"> <li>Signed Section 37 form</li> <li>Completed Parent consent form</li> <li>Recommendation received for non-ORS funded students</li> </ul>	
		Letter confirming school placement to family. School information booklet provided along with uniform details & costs. <ul style="list-style-type: none"> <li>Preschool leader contacted about the child placement.</li> <li>The Preschool Lead/Key Teacher will then be included in all relevant communications about the student</li> <li>Email confirmation of the student placement sent to Preschool Lead/Key Teacher and specialist services team leader</li> </ul>	
		<ul style="list-style-type: none"> <li>Taxi transport applied for once the Section 37 has been accepted.</li> </ul>	
	<b>Formal handover</b>	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 <ul style="list-style-type: none"> <li>Discuss handover information</li> <li>Discuss completed ORS application</li> <li>Look at the child portfolio</li> </ul>	Depending on the needs of the child up to 2 months prior
	<b>Transition visits</b>	School visit timetable discussed and agreed with family, Preschool Key Teacher and Provision Lead. <ul style="list-style-type: none"> <li>Classroom teacher to the pre-school</li> <li>Pre-school key teacher with the child</li> <li>Parents visit the classroom twice with the child</li> </ul>	1 month leading up to transition
	<b>Specialist services notes</b>	Any files on the student will be handed to the Specialist 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.

**Child's name:**

**DOB:**

**Key teacher:**

**Contact details:**

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

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

Review Date:

Reviewed by:

Delegation: