

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 pre-school and school. Clear delegation of roles and responsibilities are identified along with a realistic timeframe for transition to school.

NB: Any feedback regarding the content of this document can be directed to the Admissions Committee

Roles and responsibilities

	Responsible for:
Parents/whanau	Provide enrolment documentation Visiting the school setting before enrolment and during the transition process
Advisor on Deaf Children	Complete the enrolment booklet with the family Section 37 requirements ORS application Initial school visit with family
School	Consider enrolment Confirm enrolment status: accepted or declined Section 37 requirements Transport arrangements Transition plan
Pre-school	Transitioning the child to school School visits Transition plan ORS application when applicable
Counsellor	Liaise with family members before and after school entry

Enrolment & transition process

		Action required	Responsibility
1	School options	<ul style="list-style-type: none"> Preschool teachers and AODC to have a conversation with the family about school options 	AODC Preschool teachers
2	Placement enquiry	<ul style="list-style-type: none"> AODC to liaise with Enroll school leaders to discuss enrolment and possible classroom placement 	AODC Enroll school leaders
3	School visited	<ul style="list-style-type: none"> Enroll school leaders to arrange a parent classroom visit with the AODC Provision Lead teacher to be advised of visit by Enroll school leaders 	AODC Enroll school leaders
4	Enrolment booklet	<ul style="list-style-type: none"> Enrolment options, requirements and documentation required explained to parents/caregivers 	Enroll school leaders
5	ORS application (when appropriate)	<ul style="list-style-type: none"> ORS application completed and submitted for verification ideally three months before the child turn 5 years of age. A copy of the ORS application is to be submitted to the enrolment Committee when completed 	Pre-school key teacher, AODC, Specialist Services
6	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 	Enroll school leaders
7	School placement accepted & setting confirmed	<ul style="list-style-type: none"> Student placement confirmed at enrolment meeting. 	Enroll school leaders
		Section 37 application sent to MOE for processing. Required items: <ul style="list-style-type: none"> Signed Section 37 form Completed Parent consent form AODC recommendation received for non-ORS funded students 	Enroll school leaders AODC
		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 manager will then be included in all relevant communications about the student Email confirmation of the student placement sent to pre-school leader and specialist services team leader 	Enroll school leaders

		Taxi transport applied for once the Section 37 has been accepted.	Enroll school leaders
8	School visits	Letter sent to family discussing the school visit expectations. <ul style="list-style-type: none"> • Pre-school key teacher with the child • Classroom teacher to the pre-school (as required) • Parents visit the classroom twice with the child (AODC to provide support as required) 	Pre-school key teacher
9	Formal handover Participants: <ul style="list-style-type: none"> • Enroll school leaders • Pre-school & classroom teacher • SLT's • Counselor 	<ul style="list-style-type: none"> • Discuss handover information • Discuss completed ORS application • Look at the child portfolio 	Enroll school leaders Pre-school key teacher & classroom teacher Pre-school SLT & Specialist Services SLT Counsellor
10	Specialist services notes	Any files on the student will be handed to the Specialist Services team leader	Specialist Services
<p>Once the child exits the pre-school, all relevant information held on file will be handed over to school.</p> <p>NB: A visit by the pre-school teacher into the classroom may be requested by the classroom teacher to provide an opportunity for further questions to be asked once the child has spent time in the school setting.</p>			

The time required for school enrolment and transition is at least nine weeks

Handover

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:

Medical	
<i>Age of diagnosis</i>	
<i>Degree of hearing loss</i>	
<i>Assistive listening devices</i>	
<i>General health</i>	
<i>Additional disabilities</i>	
Communication	
<i>Mode of communication</i>	
<i>Communication skills</i>	
<i>Language used in the home</i>	
<i>Other: E.g. Interpreter (spoken language) contact details</i>	
Educational	
<i>Participation in Early Childhood Education</i>	
<i>Literacy</i>	
<i>Numeracy</i>	
<i>Social Skills</i>	
<i>Strengths & interests</i>	
<i>Motivators</i>	
Family/community support	
<i>Family engagement e.g have they attended family events? Contact with key teacher. IDP involvement</i>	
Other	

Review Date: 07/10/21

Reviewed by: Lisa Sharman

Delegation: Acting Head of Enroll school