Appendix C:

# **Criteria for BLENNZ Homai School and satellite classes**

The following criteria have been identified as key for attendance at BLENNZ Homai School

* Akonga are currently enrolled for services from BLENNZ
* The priority for enrolment, is for ākonga whose vision and learning needs are best met at BLENNZ Homai School/satellites at this time.
* The ākonga Individual Plan (IP/IEP) identifies that their education needs will best be met by BLENNZ Homai School/satellites placement at that time.
* The akonga and family lives within a reasonable distance and a decision made on a case by case basis.
* A suitable placement is available.
* In the case of ākonga wishing to attend James Cook who are also applying for the Residential programme at BLENNZ a joint application needs to be made to access both programmes first through the As&Ws process; where a decision will be made that BLENNZ / James Cook satellite is the most appropriate placement for accessing secondary learning for ākonga from out of Auckland.
* Whānau are informed that a residential placement is dependent on the following criteria;

The placement would not compromise their or the safety of any other ākonga. Including their social/emotional/mental and physical needs.

* + The ākonga is involved in and understands the decision to live away from home to support their education.
  + A suitable residential placement is available.

# **Enquiry for School placement**

* An enquiry may come from whanau, or anyone in conjunction with whanau, via a variety of ways for example, a phone call, face to face meeting or email.
* All enquiries go to Senior Manager School.
* Enquiries are shared and minuted in School Management meetings.
* The Senior Manager School will make contact with the referee to discuss next steps.
* From time to time there maybe occasions where a joint placement needs to be made with the school and residential, where this occurs outside of the local and national rhythm of the meetings a subcommittee of the Principal and Senior Manager maybe called to convene a meeting to review and process an application.

# **Initial School visit**

* The visit to BLENNZ Homai School should take place alongside visit by the learner and their whanau to other educational facilities.
  + Liaison with RTVs and family/whanau is crucial to ensure the application for the young person is well informed
* Residential and School Coordinators jointly facilitate visit to ākonga in their local setting.
* Family along with RTV and other team members as appropriate are welcomed to the school.
* Why BLENNZ Homai School? Information is shared about the school – classrooms, programmes, criteria for enrolment, staffing, therapy available, facilities (brochure provided).
* Families are informed that placement in any school is a family choice and options are available.
  + Placement can be reviewed and changed as necessary in the best interests of the child.
* Family is asked to share information about their child- their vision and anything else they want to share.
* The enrolment process is discussed e.g. enrolment forms, section 9, SESTA forms, A&W meeting, transition meetings and process.
* The family take time to review the brochure and their visit in liaison with their RTV before making a final decision.
* An additional visit is offered as required.
* Appropriate application forms will be provided by School Administration to Co Ordinator to give to family/whanau to complete.

# **Admission to school process**

* The enrolment form is completed to and returned to the Senior Manager, School by School Co ordinator.
* The Coordinator School prepares information for School A&W meeting
* Where both the school and residential services have joint involvement in the process for admitting ākonga, Co ordinator Residential and Co ordinator School will collaboratively complete respective admission documentation prior to the A&W meeting. (Membership of As Ws: Senior Manager School, Coordinator School, Transition Coordinator, School syndicate leader others co-opted as appropriate).
* If and when the enrolment is approved, the remaining forms from the enrolment pack are completed:
* This includes all permissions, to be sent to parents for review and signing and return to BLENNZ for processing.
* Administrator school / Co ordinator School to ensure all forms are received, completed and filed / processed accordingly prior to the ākonga commencing school.
* Co ordinator School ensures Section 9 and SESTA forms is offered to the family and contact details supplied, if they wish for any further information.
* Support to complete the forms is offered (especially for whanau where English is a second langauge or parent/s have a vision impairment or other equitable support need.
* Co ordinator School and or Co ordinator Residential present all documentation to Senior Manager School in a mini A&W meeting process.
* If this admission is approved at this meeting the Senior Manager takes it to National A&W meeting.
* When admission is approved, the Section 9 is sent for approval.
* When admission is approved the family will be sent a letter informing them of the approval of the ākonga’s admission to BLENNZ Homai School / satellite.
* When section 9 has been approved, SESTA forms are sent.
* The coordinator and or prospective classroom RTV will visit the learner in their early childhood setting.
* A transition meeting with the full team is arranged to share and handover information.
* A transition plan is developed with visits to the school/satellite and in the classroom where the learner may be placed, if a decision is been made to enroll in the school.
* An Orientation & Mobility assessment and plan is also to be put triggered upon acceptance of the ākonga to the campus school, satellites to support safe transition to the new environments.
* Family members are invited to come into the classroom with their child until they are comfortable in leaving their child.

# **Placement review**

* There will be touchpoints at key times to inform the appropriateness of the current placement in relation to students learning and vision needs.
* Placement within BLENNZ Homai School / satellites will be reviewed as part of the IEP process.
* These touchpoint reviews will take place as required and/or:
  + at the end of the student’s first year
  + Year 3
  + Year 5
  + Year 8
  + Preparation for transition from school