# Operational Policy: Admissions, Transfers and Withdrawals (NAG 6)

## Blind & Low Vision Education Network NZ

## Statement of Intent

Admission to the Blind & Low Vision Education Network NZ (BLENNZ) will occur when ākonga have been identified as having special educational needs as they are blind, deafblind or have low vision, and they meet the “Criteria for Eligibility for BLENNZ Services”.

## Definition

IP – Individual Plan. This term includes the IEP (Individual Education Plan) and the ITP (Individual Transition Plan).

## Eligibility:

Ākonga may be enrolled within BLENNZ from birth until the end of compulsory education and may require educational support on a long or short-term basis.

Ākonga transferring within BLENNZ will not have to be re-enrolled, for example transferring between:

* Visual Resources Centres (VRCs)
* Homai Campus School and a VRC
* Homai Campus School services (e.g. satellite classes, transition programmes)

In the case of ākonga transferring to the Homai Campus Base School, Satellite and Transition programmes, a Section 9 agreement with the Ministry of Education that confirms the ākonga can attend a special school, is required.

Further information regarding eligibility is in Appendix A.

## Admission

Consideration for admission will be placed before the BLENNZ National Admission, Transfers and Withdrawal Committee only after the following steps have been followed:

* Parental/guardian permission obtained
* Data on the ākonga collected from parents/guardian and the ākonga’s educational facility. If the ākonga is applying for admission within the school and residential services a comprehensive assessment may be required. An ophthalmic report obtained as soon as possible
* A functional visual assessment carried out
* In the case of VRCs presentation of referral information to a local and national referral committee.
* In the case of an admission to the Homai Campus Base School, Satellite and Transition programmes, a Section 9 will be required.

Further information regarding referral and the Admissions, Transfers and Withdrawals process can be found in the attached appendices.

Transfer

Ākonga may transfer between BLENNZ services due to relocation of whānau or to benefit from the range of services offered by BLENNZ. Managers and coordinators will be responsible for ensuring that the new service provider has access to all appropriate records in line with the BLENNZ Privacy Policy. All transfers between services will be reported to the BLENNZ National Admissions, Transfers and Withdrawals Committee to ensure that ākonga are tracked through the transfer process.

## Review

Where appropriate a review of the ākonga’s continued eligibility for services will be carried out by BLENNZ within a specified timeframe.

## Withdrawal

Ākonga will be withdrawn from the BLENNZ Homai Campus School or VRC roll in the following circumstances:

* Leaving the compulsory education system or at the end of the school year in which they turn 21
* At parental/guardian request
* When ākonga no longer meet the criteria for admission, or
* Deceased.

The manager / coordinator, in conjunction with the relevant BLENNZ teaching team will identify ākonga to be considered for withdrawal. Where appropriate a final Functional Vision Assessment will be completed. Full consultation will occur with parents/guardian and other professionals.

A recommendation will be made and where possible written parental/guardian permission for withdrawal from the roll will be sought.

The written recommendation for withdrawal from the roll will be presented to the BLENNZ Admissions, Transfers and Withdrawals Committee.

## Privacy

The admission, withdrawal and transfer processes will include privacy provisions as outlined in the BLENNZ Privacy Policy and Procedures. In line with these procedures, written parental/guardian consent will be sought for BLENNZ staff to share information with or seek from selected parties such as the educational settings, the Blind Foundation etc.

## BLENNZ National Admissions, Transfers and Withdrawal Committee

BLENNZ National Admissions, Transfers and Withdrawals Committee responsibilities will include the consideration of admissions, transfers and withdrawals of ākonga for all of BLENNZ services which include:

* + the Homai Campus School
    - Satellite classes
    - Transition programmes
  + Residential Services
  + Visual Resource Centres

The committee will include the:

* Principal
* Senior Manager School and Residential Services
* Senior Manager Assessment and Teaching Services

and a minimum of two representatives from the following:

* Clinical vision specialist
* Blind Foundation representative
* Ministry of Education Learning Support representative
* Representative from Adult Blind Community

The committee will meet at least 4 times a year to consider recommendations for admissions, withdrawals and transfers.

## Appeals Process

Parents/guardians have the right to appeal any decision regarding admission, transfers and withdrawals through the Principal.

## Supporting Documents:

Appendix A - Criteria for Eligibility for BLENNZ Services

Appendix B - Procedures for BLENNZ Visual Resource Centre Referrals, Admissions, Transfers and Withdrawals

Appendix C – Procedures for Admissions, Transfers and Withdrawals from the Homai Campus School (including Satellite Classes)

Appendix D – Criteria for Ākonga to attend National Assessment

Appendix E - Process and Guidelines for Ākonga attendance at Short and LongTerm Immersion Courses and Residential Service

Ministry of Education-BLENNZ Resourcing Notice



Approved: Principal

Date: 3 December 2020