

WAITAKERE COLLEGE

Section G ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimarie)

Policy: Enrolment

Date of review: November 2016

Reviewer: HoD Inclusion Support Centre, Assistant HOD, Therapists,
Shona Smith (Deputy Principal), Special Needs Sub-Committee

Goal

To follow clear criteria for enrolment to ensure fairness and equity for all.

Objectives

- To ensure those students who have physical, cognitive or high health needs, receive inclusion support.

Criteria for Enrolment

The HOD in considering recommendation for enrolment into the ISC will be guided by the following:

- All enquiries about enrolment to the Inclusion Support Centre will be referred to the HOD ISC.
- Students entitled to funding through the Ongoing Resourcing Scheme, ACC or High Health Needs under the MOE regulations.
- The student has a physical or cognitive impairment and/or very high health needs and/or have need for a combination of physical and/or occupational and/or speech language therapy and are therefore funded.
- The student should be able to be engaged with staff safely and effectively and should not be likely to interrupt the programmes and learning of other students or compromise their own safety or the safety of others
- May have need for assistance and training with toilet and self-care skills
- If ISC at capacity, student must be in zone.
- When ISC is not at capacity, number of out of zone enrolments to be decided through consultation with HOD ISC and Principal.

See Appendix for outline of current procedures as at November 2016

Chairperson

Principal

Date

APPENDIX

Waitakere College Inclusion Support Centre (Te Rangimarie) Enrolment Procedures as at November 2016

1. Written documentation to support an enrolment application should include, and be forwarded at least two weeks prior to initial interview to allow adequate time for an informed decision to be made
 - Current IEP and evaluation (if available)
 - Relevant background information; diagnosis, family history, mobility, continence etc.
 - Current therapy needs: physiotherapist/occupational/ speech language etc
 - Current social and academic skills and needs; level of teacher aide support required
 - Any recommendations
 - Copy of ORS funding acceptance letter
2. Parents/caregivers wishing to view the facilities may do so by appointment with the HOD
3. A pre-enrolment interview with the HOD and relevant staff.
4. If probable recommendation for enrolment is likely to occur, the HOD
 - Directs parents/caregivers to complete the school enrolment application
 - Arranges a visit
5. On confirmation of enrolment, transitional arrangements may include:
 - Transition visits for students
 - Hand-over meetings between the students, current specialist staff and the ISC staff
 - Screening assessments by Therapists, if applicable.