

Process for school referrals into AE (A11)

(Feb 2012)

Step 1 The AE School Contact¹ along with others considers the AE eligibility criteria (see AE Verification Application Form (T1)); the student needs based on reports submitted by the RTLB, Dean, Social worker, and agency personnel; the IEP; the BOT suspension notes where applicable and the student attendance data. It is recommended that minutes of a meeting(s) be kept

Step 2 The AE School Contact applies to Vanessa Goodwin, Ministry of Education for AE Verification using the **AE Verification Application Form T1**. This includes *a summary of the student attendance record, date of current suspension and reason for suspension*. (NB: there is no need for 20 pages of information)

Step 3 Ministry approval (or otherwise) is communicated to the AE School Contact and the AE Manager².

Step 4 The AE School Contact arranges a **meeting at the school**³ involving the AE Manager, the student, parent(s) or caregiver, and any support personnel. This meeting is chaired by the AE School Contact. The 'conference meeting prior to placement' form (T2) is completed⁴. The key outcome will be a provisional decision by the AE Manager as to the appropriate provider. (The student may have to be placed on the **provider waiting list**)

Step 5 The AE Manager contacts the provider to activate the next step. In doing so he provides a copy of the 'Verification application' form (T1) and the 'conference meeting prior to placement' (T2) form and any associated information

Step 6 The provider contacts the AE School Contact, the student, parent(s) or caregiver and support personnel **regarding an induction meeting**

Step 7 The provider convenes the induction meeting and communicates the start date to the student and those in attendance. (The placement will be referred back to the AE Manager if it is deemed unsuitable)

Step 8 Provider confirms the student has started by sending the completed 'Notifications' (T3) form to the AE Manager, the AE School Contact and the Ministry

¹ This is the principal or delegate who oversees those 13-16 year old students who are being considered for AE and/or are enrolled with an AE Provider. There will be a flow of information between the AE Manager and the AE School Contact, and where needed between the AE Provider and the AE School Contact

² Essentially the ministry checks that the application information matches what is found in ENROL

³ Ring Roanna Dowman 03 3329129 between 9am and 3pm to arrange a meeting day and time.
dr@cashmere.school.nz

⁴ **The school is required to provide the following:** the school-designed IEP; any RTLB support statement(s); student achievements to date; the student learning needs analysis (if not included in the IEP); indication of tagged funding /support; and indication of any risks.