

## Process for other referrals into AE (A12)

(Feb 2012)

**Step 1** Te Kura o tea ho Pounamu (TCS) in the case of at risk students, NETs personnel and Ministry senior advisory staff file the AE Verification application form with Vanessa Goodwin, Ministry of Education. **See *Verification Application form (T1)***

**Step 2** Ministry approval is communicated to the AE Manager and the referee<sup>1</sup>

**Step 3** The referee arranges for a meeting with the AE Manager<sup>2</sup>, student, parent(s) or caregiver, and any support personnel.

**Step 4** Conference meeting, held at the Ministry or Cashmere High or other, is chaired by the AE Manager. The **'conference meeting prior to placement' (T2) form is completed**<sup>3</sup>. The Key outcome is a provisional decision as to the appropriate provider. (The student may have to be placed on the **provider waiting list**)

**Step 5** The AE Manager contacts the appropriate provider to activate the next step. In doing so s/he provides a copy of the 'Verification application' and 'conference meeting prior to placement' forms and any associated information

**Step 6** The provider contacts the referee and 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** The referee contacts the 'last enrolled school' to inform them that the student will be on their roll for AE purposes. (In certain circumstances the geographic location may determine the enrolled school)

**Step 9** The Provider confirms the student has started by sending the completed 'Notification' (T3) form to the AE Manager, the referee, the enrolled school and the Ministry

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<sup>1</sup> Te Kura o tea ho Pounamu (TCS) in the case of at risk students, NETs personnel and Ministry senior advisory staff

<sup>2</sup> Ring Roanna Dowman 03 3329129 between 9am and 3pm to arrange a meeting day and time.  
[dr@cashmere.school.nz](mailto:dr@cashmere.school.nz)

<sup>3</sup> Key information such as 'risk factors, ' student learning needs and student achievement as provided by the referee will be attached