

# ASSC Guidelines for Referral for Schools

## Referrals:

There are 4 criteria for enrolment:

1. The student **MUST** be under the age of 16 years at the time of referral to the Centre.
2. The student **MUST** be on a school roll. They do not yet have to have attended the school.
3. The family/caregivers **MUST** be prepared to attend interviews and be supportive of their child's progress for the duration of the process.
4. The enrolling school **MUST** be prepared for the student to attend/re-attend their school once successful in achieving their goals.

The emphasis is on student's preparedness to make changes to their behaviours.

We will take:

- Year 9's from Term 2 – please refer before the end of Term 1 so the student can start at the beginning of Term 2.
  - Exemptions
    - 1) those who have been at the school in Years 7 and/or Year 8
    - 2) those who have been 'red flagged' by the Intermediates but only after a suitable time at high school
- Year 10's
- Year 11's, but not if over 16 years, who have a view to remain until either:
  - 1) completing Level 1 NCEA and moving to employment or a course the following year
  - Or
  - 2) returning to school after a successful review or in the following year
- Year 12's, but not if over 16 years, who have a view to remain until either:
  - 1) completing Level 1/2 NCEA and moving to employment the following year
  - Or
  - 2) returning to school after a successful review

## EXCLUDED STUDENTS:

We offer a **Warrant of Fitness (WOF)**. We are happy to have students for a 'fixed term' only; the minimum and maximum length of stay is 5 weeks. This is usually appropriate where a student has been excluded by their last school and has enrolled at a new school. It is expected they will work hard to make a fresh start. They may begin at the Centre before attending their new school. Students are reviewed in their 5<sup>th</sup> week and a decision will be made by all parties to ascertain the student's success.

If a serious incident does occur during the five weeks, the student will be removed from the roll of the Centre and returned to their enrolling school. The Centre will provide all written incidence reports and a letter of removal from our roll to the enrolling school. This can lead to direct suspension and then a meeting before the Board of Trustees. Parents may then be required to pursue alternative schooling options through the Ministry of Education.

We are also happy to have excluded students stay at the Centre under the 'standard' review procedures (see **Length of time**).

Where there has been a break down in the relationship between school and home, Centre staff will follow up with parents and encourage the student's attendance at the Centre for an interview.

## **Length of Time:**

For most students this will be between 5 and 12 weeks **but does not extend past the end of the school year** in which they were referred.

- All students are reviewed after 4 full weeks at the Centre. A decision is made by all interested parties at this meeting. The choices available are:
  1. The student returns to their referral school, full-time usually the following Monday  
OR the student starts at their new school, full-time usually the following Monday.
  2. The student remains at the Centre and is reviewed again after another 4 weeks.

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3. The student begins an integration programme the following week, usually for 4 weeks.
  4. The student leaves school (if they have turned 16 years of age) to begin tertiary education or employment.
  5. If progress has not been genuine or is insufficient, the student may be failed and returned to their mainstream school for further disciplinary action.
- We will take students at the start of Term 4. It is expected that those students will be able to have between 2 - 3 weeks of integration back in to school before the end of the year.
- It may be appropriate to manage some students in Term 4, and start them at the Centre the following year.*

### ***Integration:***

**The school staff member attending the Review Meeting MUST have the authority to make decisions about the student's return to school otherwise this process can be unnecessarily lengthened.** The integration meeting may take place immediately after the Review Meeting or at a later scheduled time.

The aim of the Integration Programme Meeting is to enable the student's return to school be as successful as possible for all parties. We discuss expectations, options, staffing, curriculum & pastoral support, uniform, extra-curricular activities and daily report during integration etc so all parties are organised before the student returns to school.

The following can be implemented **if** the interested parties agree:

- A variation to the standard integration period of 4 weeks; shorter or longer to suit individual needs
- The chance of a 'Restorative Justice' meeting with staff or students.

Please note that at the Integration Meeting we will provide a list of NCEA credits achieved and/or any further academic results obtained.

### ***Maintaining Contact:***

**We acknowledge that maintaining contact between school and student while your student is at the Centre can be difficult, however we feel that a diarised phone call each week to the Centre will go a long way to solving this problem. It is also a good opportunity for you to talk directly with the student.**

We email the student's Daily Notes completed by staff to schools and family every week. If a family does not have access to email we can provide a hard copy each week. Any queries can be followed up by a phone call, email or visit to the Centre. These notes form a basis for deciding the next steps for students at the review meeting.

We believe our programme actively promotes appropriate behaviour change. We encourage you to visit us or to release a staff member for 1 or 2 periods one morning to see the Centre in operation and to observe your student at work. It is good motivation for the student.

Schools are able to tap into our expertise, and staff at the Centre is happy to talk with staff (particularly beginning teachers) as part of their professional development.

### ***Referral Form:***

Attached is our referral form. If you need additional forms please contact us on [admin@assc.school.nz](mailto:admin@assc.school.nz) and we will email you a copy. There is also a copy which can be downloaded from our website [www.assc.school.nz](http://www.assc.school.nz).

### **Important Sections:**

- School Information – please include any test results you have. This enables us to place the student at the correct curriculum level at Te Kura (formerly The Correspondence School). It is also very important that you include full details of any psychological assessments that have been made.
- The student's NSN so we may enrol them at Te Kura.

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- Problem & Attitude to School - the pastoral care or 'rap sheet' is most useful here!
- Additional Information – please be specific about the level of involvement with smoking, drugs, alcohol, fighting, truancy, theft, gangs etc
- Known Home Situation - we read out your comments to the student and parents. We are aware that some things should not be shared and understand the importance of confidentiality. Please indicate clearly if information is not to be shared aloud.
- Behaviour Goals – please be specific as goals such as “engage in learning” or “plan for life goals” are difficult to put in to operation.
  - Most students are here because of:
    - Disruption
    - Not doing as requested
    - Not doing work
    - Failing to take responsibility
    - Rudeness/bullying aimed at staff and/or students
    - Truancy – classes/days
    - Inability to get along with other students
    - Anger and being confrontational; poor coping strategies
- School Contact Details – please ensure these are also signed by a member of the Senior Management Team.

**NB Schools are required to have signed and returned our Memorandum of Understanding before referring a student.**

### ***Making a Referral/Starting at the Centre:***

We historically enrol only one student per school at a time to ensure students are given the opportunity for a fresh start. However, in larger schools, we are happy to take students who do not associate with each other eg students from different year levels, or are new to the school etc.

Please phone us in the first instance re space availability (we have a maximum of 20 students at a time). We will advise you regarding spaces and give a Preliminary Interview date for the student and their family. A school staff member is not required to attend either interview but may wish to attend to offer support.

After the Preliminary Interview the student will be asked to contact the Centre from school regarding their interest in attending a Formal Interview. At this stage the school is required to complete the Referral Form and Education Assessment; it is the student's responsibility to request this. The Formal Interview will usually take place the following week and the student will usually start very shortly after that. The process will usually take two – three weeks. A review date will be organised in the first week of attendance.

You are welcome to phone, email or visit us with any queries.

ASSC Staff, 2015

# ASSC REFERRAL FORM

School Making Referral \_\_\_\_\_ Date \_\_\_\_\_

Student NSN \_\_\_\_\_ Year Level \_\_\_\_\_

## 1) PERSONAL DETAILS

STUDENT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

STUDENT CELLPHONE: \_\_\_\_\_

Living With: \_\_\_\_\_

Name of Parent/s or Guardian: \_\_\_\_\_

## 2) SCHOOL INFORMATION

a) **Test results and dates: *Please Attach*** (These to include P.A.T. (Reading and Maths); Tosca; AsTTle; MidYis, NumPA etc. For Year 11, please send a printout of NCEA subjects, credits achieved and NYA's so we can liaise appropriately with Te Kura)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) **Evidence of any learning problems: (*Attach copies of recent Psychologist Reports*)**

\_\_\_\_\_

d) **Attendance:**  No Problem  A Concern. Please explain \_\_\_\_\_

\_\_\_\_\_

e) **Previous schooling:** (Any problems apparent from records)

\_\_\_\_\_  
\_\_\_\_\_

## 3) SPECIFIC DESCRIPTION OF PROBLEM & ATTITUDE TO SCHOOL

(Eg: classroom behaviour, reaction to authority, ability to conform to school's expectations etc. Copy of pastoral records helpful)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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**4) PEER RELATIONSHIPS**

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**5) KNOWN STRENGTHS OR INTERESTS**

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**6) HEALTH PROBLEMS**

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**7) KNOWN HOME SITUATION**

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**8) WHAT HAS THE SCHOOL DONE FOR THIS STUDENT & HOW HAVE PARENTS / GUARDIANS BEEN INVOLVED?**

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**9) OTHER AGENCIES INVOLVED**

(Please give Agency, Name of Agent and Office location. This includes RTLB and GSE)

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**10) ADDITIONAL INFORMATION**

(Please note any other behaviour such as fighting, theft, drug/solvent abuse that we need to be aware of in order to best help this student, in or out of school.)

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**11) WHAT BEHAVIOUR GOALS WOULD YOU SPECIFICALLY LIKE YOUR STUDENT TO ACHIEVE AT THE CENTRE BEFORE THEY RETURN TO YOU?**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**NOTE:** In certain cases we may require you to obtain a Special Education Service assessment on the student.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Xtn \_\_\_\_\_

**School point of contact for this student:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact phone details: \_\_\_\_\_ xtn \_\_\_\_\_

Email address: \_\_\_\_\_

Please return to:

Director  
Auckland Secondary Schools' Centre  
272A Jervois Rd, Herne Bay  
or fax to: (09) 376 4769  
or email to: [admin@assc.school.nz](mailto:admin@assc.school.nz)