



MT RICHMOND SPECIALIST SCHOOL

*Our students will be all they can be
Ko te ao o a tātou ākongā, ko ngā mea ka taea e rātou*

ENROLMENT FLOWCHART

Initial Contact

Families/Whānau may approach the school for information or to be introduced through MOE SE. Inquiries are directed to Margaret Quinn or Juanita Corbett



Expression of Interest Meeting

Families/Whānau meet with Margaret Quinn to discuss the school, the student, and the possibility of placement. Complete the expression of interest form together, explain placement (pathways). School structure. An appointment is made to visit possible classes.



Pre-enrolment Organisation

Margaret Quinn & Associate Principal will visit the student in their current school or preschool. Poutokomanawa team will discuss the suitability and availability of class placement



Class Visits

Family/Whānau will visit identified class. Margaret Quinn to accompany. Second visits can be organized if needed.



Enrolment meeting

Enrolment forms, section 9, transport and transition profile to be completed.
Transition visits and enrolment start dates are organized.
Enrolment forms are processed.
Input data into eTap, Enrol, Seesaw, submit applications for SESTA, Section 9



Transition to school

Teacher will prepare a transition booklet	Students will have transition visits to their new classroom 3-6 visits responsive to (S) needs	Margaret Quinn will make contact with lead caseworker to coordinate a handover meeting with services supporting this student	Therapists may coordinate additional meetings for students with intense therapy programmes
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Starting School

Welcome to Mt Richmond Specialist School
A Teacher/Therapist/Whānau meeting will take place 6 weeks after the student has started school to formulate the PLP.