**Procedures for HLN Students within the Western BoP RTLB Service**

Western BoP RTLB will provide a service to High Learning Needs (HLN) students working within Level 1 of the NZ Curriculum.

**Eligibility Criteria:**

1. The student will be on the Western BoP RTLB roll.
2. The student’s achievement in literacy and numeracy is at or below Level 1 of the NZ Curriculum (students will generally be in Years 3 – 10)
3. The student is well known to MOE and/or RTLB and is considered a priority for, and likely to benefit from, HLN support.
4. Significant individualised assistance is currently and/or has historically been provided for the student to allow them to access the curriculum.
5. The student has a history of intensive use of specialist resources (where access has been available)
6. The student is likely to have had an ORS application submitted and declined

Age referenced literacy and numeracy measures indicate achievement at level one on the NZ curriculum framework

This graph gives a rough indication of likely attainment age for students achieving at Level 1.

For students in their first year of school or not yet scoring on age referenced achievement tests, language comprehension measures can be used instead of achievement data.

Performance against these criteria should be demonstrated by current assessment data – less than 3 months old.

**Assessment Criteria**

**Data Collection required:**

**Reading:**

Reading assessments must be at **mastery** (unseen, analysed Running Record with accuracy of 96% or above and a comprehension of 80% or above).

**Written Language:**

An unassisted writing sample of a personal recount showing written language is within Level one (analysed against the *NZ Curriculum Written Language Exemplars*)

**Numeracy:**

An analysed NumPA Form A or B or JAM assessment for knowledge and strategy.

For further assessment under a 5yr old performance level, the HLN Moderation Committee will also accept the following:

* Speech and Language Therapist Assessment that demonstrates where the student is currently performing.
* Te Whariki Checklist
* Ages and Stages Checklist

**HLN and ICS Students moving into our cluster:**

Students who have HLN status in another RTLB cluster and move to the Western BoP will

1. The school puts in a RTLB referral if required. The student will then be allocated as per cluster guidelines, with priority given to this high needs student. The student will then receive a RTLB service.
2. The RTLB Cluster will move the student onto the HLN status via the cluster application process
3. The RTLB Cluster will move the highest priority HLN students onto ICS when a vacancy occurs.
4. The RTLB cluster will notifiy MOE In Class Support of the ICS students on their RTLB role.

**Moderation and Selection:**

1. Vacancies for will be advertised via email to the RTLB
2. As vacancies arise RTLB may submit HLN applications
3. Previous HLN applications will need to have updated and current data to be resubmitted for consideration (12 weeks old)
4. All HLN applications will need to be on the correct template
5. The HLN Moderation Committee will consider and prioritise applications

**HLN Moderation Committee**

The HLN Moderation Committee is made up of representation from: Cluster Manager, Practice Leader, RTLB with HLN expertise

**Provision of Service**

RTLB are expected to follow the *RTLB Toolkit* (2012) principles and practice sequence (refer: RTLB Toolkit p31-37). The RTLB HLN service will be tailored to meet the needs of individual students and will include supporting the school team in:

* Ensuring accurate and relevant assessment data to inform next steps
* Planning specific learning programmes
* Contributing to student IEPs
* Reporting student progress as per RTLB HLN requirement
* Modelling effective teaching strategies and practices for kaiako/teacher/s and teacher’s aides
* Assisting with differentiating class and kura/school National Curriculum content
* Adapting and preparing learning materials and resources appropriate for student needs
* Supporting schools in their organisation of alternative provisions for transitioning Year 10 and Year 11 HLN students
* Working with specialist MoE services
* Review the planning and programme for the student and report twice yearly to schools (end of Term 1 and 3 – in preparation for HLN cluster review)
* Keep on-going, cumulative records of RTLB interventions and support
* Ensure all student data on HLN applications meets the required assessment criteria
* Ensure that the school team are aware of all HLN Cluster review deadlines and review requirements.

IEP – Collaboration for Success ([www.iep.tki.org.nz](http://www.iep.tki.org.nz))

* Each HLN student will have an IEP
* The IEP should be collaboratively planned and carried out with the HLN RTLB and should be reviewed twice yearly (but can be more frequent)
* The RTLB will work collaboratively to ensure that the IEP is informed by accurate and relevant student data

**Ministry of Education In Class Support (ICS) Funding**

The Ministry of Education, Special Education has advised that ICS funding will be provided from 2015 for 53 highest priority students on the Western BoP RTLB HLN roll. The RTLB Cluster will identify the highest priority students on the Cluster HLN database and forward these names to MOE.

**HLN Review & Discontinuation**

Review:

There will be an annual review of all HLN students (by the HLN moderation team) in Term 3. All RTLB will be expected to re-assess HLN student achievements so data is measured against HLN intake criteria in order to establish that the student continues to meet criteria for HLN. The HLN Moderation Team will process all review data.

Discontinuation from HLN status:

* Students who are working at an age appropriate level
* Students working within Level 2 of the NZ Curriculum for literacy and numeracy
* Students who move out of the RTLB cluster
* Students who are accepted for ORS funding
* A student’s educational needs are met by the school (i.e., the student transfers to a low student/teacher ratio and has appropriate, well resourced, effective and relevant school-based programmes)
* Year 11 students may receive a HLN RTLB service that focuses on their transition to other suitable learning support in preparation for Year 12.
* No students will receive an HLN RTLB service who are Year 12 and beyond.

Upon discontinuation Western BoP RTLB Cluster closure procedures will be followed.