

**The Annual Rotorua**  
**Supplementary Learning Support Service**  
**Application Process**

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## **Term 1.**

### **Rotorua SLS Management Committee responsibilities in Term 1**

- A date and venue will be set for the allocation process. This will be in Week 2 of Term 2. Once the date and venue has been confirmed the chairperson will be responsible for inviting panel members and confirming the date and venue for the allocation process.
- Applications will be received at Rotorua Intermediate School. Applications close on the last day of Term 1.
- Receipt of application will be emailed to each RTLB/SE staff member.
- Applications can not be accepted unless all relevant signatures are included.

### **The Allocation Panel**

This panel will consist of 10 people made up of

- a) 1 LST Management Committee Representative as Chairperson
- b) 3 LS Teachers
- c) 3 SE representatives
- d) 3 RTLB – 1 from each cluster

SE is responsible for the administration of the Supplementary Learning Support Managed Pool (Rural schools and Kura Kaupapa) applications, processes and management. The Rotorua SLS annual allocation panel may process the Managed Pool applications at this time upon request from SE and supported by the Rotorua SLS Management Committee.

### **RTLB/SE responsibilities in Term 1**

- RTLB and or SE will identify and complete application forms for students needing LST service.
- Application forms are available on the Rotorua Intermediate School web site and may be downloaded for typing/processing. [www.rotorua-intermediate.org.nz](http://www.rotorua-intermediate.org.nz) follow the link to SLS.
- Applications will be received from RTLB and/or SE.
- A completed hard copy application will be sent to Rotorua Intermediate School Supplementary Learning Support Management Committee by the last day of Term 1.
- For students who have not gained a place on the LST roll by the end of Term 1 of any year, another application may be made as per the annual process.

## **Term 2**

### **SLS Management Committee responsibilities in Term 2.**

- Applications will be checked to ensure that only a timed 10 minute unassisted writing sample is included. No extra data will be accepted with the application.
- Applications will be sorted into RTLB clusters and SE groups.
- Members of the moderation panel will be grouped into teams of 3 people to ensure that no member is assessing their own or co-worked application(s). There will also be a mix of representatives from each of RTLB, SE and LST in each group.
- Applications will then be allocated to the panel members with each group having as near as is practical the same number of applications to moderate.

### **Forms required for the Moderation Process**

The forms will be responsibility of the Management Committee and they will ensure there are sufficient numbers available on the day.

The following forms will be made available to the panel members.

#### **Ministry Of Education Documents**

- Eligibility Criteria – Schedule C
- MOE Literacy and Numeracy ranking information sheet
- Application scoring sheet
- Summative ranking System and points table

#### **Supporting Documents**

- Reading Ages Conversion Table
- Numeracy Age Related Continuum
- Stage 2 evaluation form

### **The Allocation Panel**

#### **The Chairperson**

The Chairperson will carry out the following duties on the day of allocation.

- The Chairperson will guide the panel through two sample cases to ensure common understanding and consistency of rating using the necessary forms.
- The Chairperson will be available for guidance and advise through out the day.
- There may be times when the Chairperson will release a panel member so that the panel member does not assess their own application.

### **The Allocation Process**

#### **Stage 1**

- The panel members will assess each application allocated to their group.
- Each application is assessed on meeting or not meeting the criteria for SLS service.
- Each application that meets the service is given a score.
- Once all applications for the group have been completed, they will be rotated to another group for moderation.
- If there is a difference between meeting or not meeting the criteria a further moderation will be carried out.

- Where there is a significant difference of 2 or more points a further moderation will be carried out.

### **Stage 2**

- The panel selects the top range of applications to further evaluate for grading purposes.
- The highest scoring and same scoring applications are reviewed again with the wisdom of the panel evaluating each case on:
  - student need
  - case complexity
  - writing sample

This evaluation is a more qualitative rather than quantitative process with an A, B, or C grading.

### **After the Allocation Process**

The applications are ranked and a vacancy pool register is established

### **Letters to be sent to:-**

- All Principals will be notified in writing that their student(s) -
  1. Has met the criteria. The student(s) will then go into the vacancy pool to await a vacancy.
  2. Has not met the criteria.
- A cc copy of the same letter will be sent to the RTL/SE person who submitted the application.
- The ranked LST vacancy pool list will be confidential to the SLS Management Committee.
- Storage and ownership of the Applications remains with the Management Committee.
- Managed Pool applications remain the responsibility of SE.

### **Term 3**

- If a term has elapsed since assessment of applications then a review of the top ranked applications takes place should a vacancy arise.
- The review requires current aged based literacy and numeracy data only and referring RTLB/SE are requested to provide this data.
- The Management Committee will make a final decision about the vacancy based on student needs and service provision.

NB: should a student currently receiving LST service in the term a vacancy arises they take precedence with any vacancy. If more than a term has elapsed they are part of the review process outlined above.

### **Term 4**

- Reminder email to SE and each RTLB cluster notifying them of the students in the vacancy pool who have not gained a place and who may still be eligible to apply for SLS Service.