



**Ministry of Education
Knowledge Management & Accountability Division**

2015/16 Special Education Enrolment Audit

AUDIT REPORT

**Saint Thomas Aquinas
(044 96062)**

**2015/16 SPECIAL EDUCATION ENROLMENT AUDIT REPORT
SAINT THOMAS AQUINAS (044 96062)**

Background

The Ministry of Education funds Independent School Authorities based on the Authorities' reported enrolment as of September 30th each year and supplemental special needs classifications in September and February. Independent School Authorities report students with special needs to the Ministry on *Form 1701: Student Data Collection* (Form 1701).

In the 2015/16 school year, the Ministry of Education through the Office of the Inspector of Independent Schools (OIIS) conducted Special Education enrolment audits, in selected schools, to verify reported enrolment on Form 1701.

Purpose

The purpose of the Special Education enrolment audit is to provide assurance to the Ministry of Education and Independent School Authorities that schools are complying with the instructions contained in [*Form 1701: Student Data Collection, Completion Instructions for Independent Schools*](#) and Ministry policies are being followed. The audit also provides assurance that the students reported have been placed in the appropriate special education category, as per the [*Special Education Services: A Manual of Policies, Procedures and Guidelines \(September 2013\)*](#).

Description of the Compliance Audit Process

A compliance audit was conducted at Saint Thomas Aquinas on February 18, 2016.

Prior to the file reviews, an entry meeting was held with school assigned staff and the auditor interviewed school staff to enquire about the Independent School Authority's policies, procedures and programs.

Saint Thomas Aquinas reported 42 students in special education categories at the Fall 2015 Form 1701 data submission. For the purposes of this audit, 17 student records were reviewed in the following low incidence special needs categories:

Student Claims	Category
2	Category C (Moderate to Profound Intellectual Disability)
3	Category D (Physical Disability or Chronic Health Impairment)
2	Category F (Deaf or Hard of Hearing)
9	Category G (Autism Spectrum Disorder)
1	Category H (Intensive Behaviour Intervention or Serious Mental Illness)

The file review process did not encounter issues requiring classroom visits. The School Coordinator was able to provide the auditor with evidence when clarification was required.

The file review process identified a comprehensive service delivery to these students, all of whom met the criteria for the category. The auditor upon completion of the file review held an exit meeting with the Principal, John Campbell and the Learning Resource Coordinator, Christina Hidalgo on February 18, 2016. The auditor reviewed the purpose of the audit and the audit criteria, explained the audit reporting process, reported the findings and expressed appreciation for the assistance provided.

Observations:

There were no recommended reclassifications for the student files reviewed by the auditor.

The auditor found that:

- The student files were well organized, data was readily available, documentation was dated and current.
- There were a number of school-developed forms that were used consistently and contained the information auditor needed for evidence during the audit. These included: the revised IEP format, History of Behavior Interventions, Integrated Case Management and Meeting notes.
- The IEPs for students in all categories were consistently written to reflect the specific needs of each individual student. The goals and strategies often reflected recommendations from various assessment or medical reports.
- There was consistent use of the Instructional Support Planning Document in Code D and Code H student files providing useful evidence needed for these categories.
- All the student files reviewed in Code F contained evidence of well defined services and programs as well as up to date assessments.
- The Code H student file reviewed contained a considerable amount of evidence to support the additional services being provided to student. Outside agency support and collaboration was well documented.
- All the student files reviewed in Code G contained evidence of well-defined services and programs as well as up to date assessments.

Recommendations:

The auditor recommends:

- The School continues to maintain the evidence in accordance with the Special Education Manual of Policy, Procedures and Guidelines.
- The School maintain the commendable level of service and documentation that was presented and identified during the audit.
- The School continue with the processes in place to meet the individual needs of the students.

Auditor's Comments

The auditor expresses appreciation to the school staff for their cooperation and hospitality during the audit.