



**Ministry of Education
Resource Management Division**

2018/19 Special Education Enrolment Audit

AUDIT REPORT

Anchor Academy (08396713)

2018/19 SPECIAL EDUCATION ENROLMENT AUDIT REPORT ANCHOR ACADEMY (08396713)

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 2018/19 school year, the Ministry of Education conducted Special Education enrolment audits, in selected schools recommended by the Office of the Inspector of Independent Schools (OIIS), 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 \(April 2016\)*](#).

Description of the Compliance Audit Process

A compliance audit was conducted at Anchor Academy February 19 to 21, 2019.

Prior to the file reviews, an entry meeting was held on February 19, 2019 with School assigned staff and the audit team. The audit team interviewed school administrators and staff to enquire about the Independent School Authority's policies, procedures and programs.

Anchor Academy reported 158 students in special education categories at the Fall 2018 Form 1701 data submission. For the purposes of this audit, 77 student records were reviewed in the following low incidence special needs categories:

Headcount	Category
5	Physically Dependent Category (Code A)
2	Moderate to Profound Intellectual Disability Category (Code C)
32	Physical Disability or Chronic Health Impairment Category (Code D)
1	Deaf or Hard of Hearing Category (Code F)
5	Autism Spectrum Disorder Category (Code G)
32	Intensive Behaviour Intervention or Serious Mental Illness Category (Code H)

An exit meeting was held with the Principal, Special Education Director, Business Manager, School Consultant, Vice Principal K-9, Vice Principal 10-12, Special Education Administrator, and the Special Education Assistant on February 21, 2019. The auditors reviewed the purpose of the audit and the audit criteria, explained the audit reporting process, reported their findings,

clarified any outstanding issues, discussed reclassifications for the 2018/19 school year, and expressed appreciation for the assistance provided.

Observations

There were no recommended reclassifications for student files reviewed by the auditors in Code A, Code C, Code F and Code G

Of the 32 student files reviewed by the auditors in Code D:

- two students were recommended for reclassification to a different low incidence special need category
- one student was recommended for declassification from any special needs category

Of the 32 student files reviewed by the auditors in Code H:

- one student was recommended for declassification from any special needs category

The auditors found that:

- The files were well organised.
- The evidence of parent consultation on the IEP was well documented.
- It was evident that the School was dedicated to meeting the needs of students by providing engaging and interesting activities, and increasing their skills in a welcoming, respectful environment.
- While there were some instances where the information did not align with the severity of the student's condition as described in the diagnosis, the School is to be commended for the use of the Instructional Support Planning tool to inform the establishment of goals on the IEP for students designated as Code H.
- In some instances, there was no evidence of a variety of methods to measure progress in relation to IEP goals.
- One student reported in Code D was recommended for declassification as there was no evidence the student was enrolled and attending as of the claim date. The Special Education Administrator acknowledged the error in claiming the student.
- Two students reported in Code D were recommended for reclassification to a different low incidence special need category.
- One student reported in Code H was without evidence aligned to the reported special need category. There was no evidence to meet any special needs designation. The Special Education Administrator acknowledged the error in claiming the student.

Recommendations

The auditors recommend that:

- School staff verify all claims meet the appropriate category criteria on or before the Form 1701 claim date.
- School staff ensure all students are enrolled and attending as at the Form 1701 claim date.
- School staff ensure all IEPs outline the methods for measuring progress in relation to the IEP goals.

- School staff ensure any student claims in Code D meet the criteria listed in the Special Education Manual of Policies, Procedures and Guidelines for that category.
 - There must be documentation of a medical diagnosis in one or more of the following areas: nervous system impairment that impacts movement or mobility, musculoskeletal condition, or chronic health impairment that seriously impacts student's education and achievement.
- Students with mental illness are to be reported in the behaviour category that meets their needs and in accordance with the Special Education Manual of Policies, Procedures and Guidelines.
- School staff ensure any student claims in Code H are aligned with the Special Education Manual of Policies, Procedures and Guidelines criteria.
 - There must be documentation that there is evidence of antisocial, extremely disruptive behaviour in most environments and consistently/persistently over time, and there is evidence of the settings in which the behaviour is persistent over time.

Auditors' Comments

The auditors express their appreciation to the school staff for their cooperation and hospitality during the audit.

Resource Management Division
Ministry of Education
February 22, 2019
