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Pa Enea Students' Education Assistance Grant Policy

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1. TITLE

Pa Enuā Students' Education Assistance Grant Policy

2. POLICY STATEMENT

The Ministry of Education allocates financial assistance and personal support to enable eligible Pa Enuā secondary students to continue senior secondary level education at another school in the Cook Islands.

3. PURPOSE

The Pa Enuā Students' Education Assistance Grant Policy provides guidelines for the operation of the Pa Enuā Students' Education Assistance Grant (PESEAG).

The PESEAG provides support to eligible Pa Enuā students and assists the guardians who support and accommodate them while attending secondary education on another island.

This policy also supports the goals of the UNESCO 'Education For All' policy which states, "All children will have the opportunity to fulfil their right to quality education in schools or alternative programmes at all levels of education".

As identified in the Ministry of Education's Master Plan (2008 – 2023):

Learning and Teaching:

Goal: Equitable access for all learners to quality learning programmes.

4. SCOPE

This policy applies:

- to eligible Pa Enuā students enrolled under PESEAG, their primary caregivers and guardians.
- to secondary schools attended by Pa Enuā students for higher levels of education and the Ministry of Education.
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5. OBJECTIVE

The objectives of this policy are:

- to clearly set out the criteria for eligibility.
- to outline the support provided to Pa Enuā students and guardians in meeting the pastoral needs and educational interests of the students.
- to outline the roles and responsibilities of all stakeholders included in the PESEAG scope.

6. POLICY DETAILS

A. ELIGIBILITY CRITERIA FOR THE GRANT:

1. To be eligible for the Grant;
 - The student and his/her primary caregiver/s must be Cook Islands

citizens or Permanent Residents and dependents thereof of the Cook Islands and have lived in the Pa Enea for a minimum of one full year.

- The student must reside with someone other than his/her primary caregiver/s while resident on the new island.

2. Students coming from a school **with** a Consent to Assess are required to complete one full year of education at the highest level of secondary education provided on their Pa Enea (refer to appendix 1) AND;
 - Provide a school report which shows active attendance and participation in at least 80% of all subject classes, timely completion of all classroom assessments and homework assignments and a satisfactory behavioural record.
 - If coming from Year 11, their Record of Achievement must show they have achieved at least a minimum of 60 credits of which 10 are Literacy and 10 Numeracy credits at NCEA Level 1.
 - If coming from Year 12, their Record of Achievement must show they have achieved at least a minimum of 40 credits at NCEA Level 2 as well as the 10 Literacy and 10 Numeracy credits at Level 1.

Provide a one page letter of application outlining their current and Post secondary academic and personal goals.

Students who do not meet the criteria can repeat their education at the same level on their Pa Enea and apply for the PESEAG the following year if eligible.

3. Students coming from a school **without** a Consent to Assess are required to successfully complete one full year of education at Year 10 on their Pa Enea (refer to appendix 1) AND;
 - Provide a school report which shows active attendance and participation in at least 80% of all subject classes, timely completion of all classroom assessments and homework assignments and a satisfactory behavioural record.
 - Have achieved literacy competency at Curriculum level 3-4 in English and/or Te Reo Maori.
 - Have numeracy competency Knowledge stage 7 and Strategy stage 7.
4. Students coming from a school where students are enrolled with *Te Kura Uira (see Appendix 1) are required to successfully complete one full year of education with Te Kura Uira at Year 10 on their Pa Enea (refer to appendix 1) AND;
 - Provide a report from Te Kura Uira which shows active attendance and participation in at least 80% of all subject classes, timely completion of all classroom assessments and homework assignments.
 - Provide a school report which shows satisfactory behaviour.
 - Provide the e-learning portfolio which includes samples of student work demonstrating achievement.
 - Have achieved literacy competency at Stage 3 on the ESOL Framework and curriculum level 3
 - Have Numeracy competency Knowledge stage 7 and Strategy stage 7

5. EXCEPTIONAL CIRCUMSTANCES:

The Secretary of Education may consider application requests for students who do not meet the above criteria on a case by case basis.

(For example *where the majority of a student's subject choices are not available at his/her Pa Enea School.*)

B. SUPPORT:

1. **Ministry of Education NZQA/PESEAG Coordinator** (refer to appendices 3 & 4) is responsible for:

- enquiries relating to the Pa Enea Education Assistance Grant Policy and informing students of their rights and obligations under the scheme
- coordinating Pa Enea students' travel arrangements and payment of the grant

2. **New School Support Services** (refer to appendix 4)

The new school support network is responsible for providing the following services to Pa Enea students:

- An orientation programme and advice on subjects/courses available.
- Introduction to school counsellors and pastoral care leaders.
- Ongoing assistance to students facing difficulties adapting to the school culture and environment.
- Regular communication between the school, students, guardians, primary caregivers and the Ministry of Education.

3. **Living Allowance** (refer to appendix 2)

The weekly living allowance of \$100.00 will serve three purposes:

- Pay the student's annual NCEA fee and educational resources.
- Provide the student with a personal weekly allowance of \$20.00.
- Assist the guardian with daily living expenses whilst the student is resident with them on Rarotonga.

C. ROLES AND RESPONSIBILITIES

NZQA/PESEAG Coordinator

- Coordinate and administer PESEAG

Pa Enea Students

- Abide by and carry out the school and PESEAG rules

Pa Enea Schools

- Coordinate with NZQA/PESEAG coordinator and new school, and provide Pa Enea students with relevant information required for entry into the new school

New School

- Support and monitor students' learning progress. Inform relevant parties of issues concerning the students.

Primary Caregiver/s

- Continuously support and monitor their children's educational and personal needs

Guardians

- Support and accommodate students. Inform the school and Ministry of Education of any issues concerning the student.

Specific details can be found in appendix 4

7. MINISTRY OF EDUCATION ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
NZQA/PESEAG Coordinator	Provide Senior Management Team an annual report on the Pa Enea students 'progress
Finance Division	Manage and distribute funds
Planning and Development Division	Conduct school audit review and provide relevant statistics on Pa Enea students receiving the grant

8. MONITORING, EVALUATION AND REVIEW

Planning and Development Division will evaluate and review this policy biennially. An annual report will be provided by the NZQA/PESEAG coordinator that discusses access, participation and outcomes for students as well as raising any issues with policy implementation for consideration in the review process.

9. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
PESEAG	Pa Enea Students' Education Assistance Grant
NCEA	National Certificate of Educational Achievement
NZQA	New Zealand Qualifications Authority
ESOL	English for Speakers of Other Languages
TKU	Te Kura Uira
BCI	Bank of the Cook Islands
Primary Caregiver	Person or persons with whom the student has resided in the capacity of parents for at least a minimum of one full year throughout their education prior to the uptake of this grant.
Guardian	Person or persons with whom the student is residing while studying on Rarotonga under this grant.

With a Consent to Assess

A school which NZQA has certified to assess unit or achievement standards and award credit for them therefore offering NCEA qualifications at Levels 1, 2 or 3.

Without a Consent to Assess

A school which does not offer NCEA qualifications because NZQA has not certified it to assess unit or achievement standards and award credit for them.

S Paio

Secretary of Education

Date

10. APPENDICES:

Appendix 1

SCHOOLS ELIGIBILITY:

Schools with a NZQA Consent to Assess	Eligible on Successful completion of Educational Year Level	Schools without a NZQA Consent to Assess	Eligible on successful completion of Educational Year Level
Araura College	Year 12	Lucky School	Year 10
Enuamanu School	Year 12	Mitiaro School *	Year 10
Mangaia School	Year 12	Niua School	Year 10
Mauke School	Year 11	Nassau School	Year 10
		Omoka School *	Year 10
		Rakahanga School	Year 10
		Tauhunu School *	Year 10
		Tukao School *	Year 10

***Schools where students are enrolled with Te Kura Uira**

Appendix 2

FINANCIAL ASSISTANCE:

1. Annual Education Fees

- a) The Ministry of Education on an annual basis, will retain \$300.00 per eligible student to cover the NCEA fee and the cost of required educational resources not supplied by the school or Ministry of Education. The Ministry of Education will pay this directly into the school's nominated bank account on receipt of an invoice from the school the student is enrolled in.

2. Personal Allowance

- a) The Ministry of Education will pay a weekly allowance of \$20.00 fortnightly and in arrears into the student's nominated Bank of the Cook Islands (BCI) bank account.
- b) Payment will begin at the start of the school year subject to the completion and receipt of all required documentation.

3. Living allowance

- a) The Ministry of Education will pay a weekly allowance of \$75.00 fortnightly and in arrears into the guardian's nominated BCI bank account.
- b) Payment will begin at the start of the school year subject to the completion and receipt of all required documentation.
- c) The Personal and Living allowances will continue to be paid to students who are unable to return to their home island over the Christmas period due to no transportation on application to and approval from the Secretary of Education AND;
 - Submission of a completed Pa Enea Students Education Assistance application form to the NZQA/PESEAG Coordinator, MoE prior to the end of each educational year.
- d) The Personal and Living Allowances for Years 11-12 students will cease effectively as at the date of their scheduled return flight to their respective Pa Enea OR; continue throughout the Christmas period on approval from the Secretary of Education (see Appendix 3, 1-b)
- e) The allowance for Year 13 students will cease indefinitely effective as at the date of their scheduled return flight to their respective Pa Enea.

4. Termination of Living Allowance

The Living and Personal Allowances will be terminated effectively:

- a) When the student has withdrawn from school
- b) As at the student's scheduled return date to his/her Pa Enea

Appendix 3

TRAVEL ARRANGEMENTS:

1. Air Fare

- a) The Ministry of Education will book and pay for a one way air fare from the Pa Enea for students before the beginning of the school year AND;
pay for a one way fare to return the student back to his/her Pa Enea of residence at the end of the school year OR; soon after the student's final annual NCEA examination OR; on recommendation from the school to terminate a student's enrolment as a result of non or irregular attendance at school or other serious issues where it is considered in the best interest of the student/s to return.
- b) Where transport is not available for students to return to their Pa Enea of residence at the end of the year OR; where transport is not available for students to return to their guardians in time for the beginning of the school year, the student will remain with the guardians during the Christmas period.
- c) The Ministry of Education will forfeit its responsibility to return a student to his/her Pa Enea of residence if he/she is over 16 years of age and chooses not to fulfil the requirement of the education Scheme and if he/she has been absent from school for a period of five consecutive weeks (excluding holidays).

2. Conditions

- a) Students are required to return home unless their primary caregiver provides written approval for them to remain with the guardians. The personal and living allowances for these students will cease effective as at the return date scheduled by MoE OR; as at the student's final NCEA examination date, whichever comes first.

Appendix 4

STAKEHOLDERS' RESPONSIBILITIES:

1. Ministry of Education NZQA/PESEAG Coordinator

- a) Oversees and manages all inquiries about the PESEAG.
- b) Ensures a copy of the PESEAG application form is emailed to the Pa Enea school principal by October.
- c) Ensures eligibility of each student based on the information provided on the application form.
- d) Liaise with the Pa Enea schools and new school.
- e) Administers timely travel booking arrangements and
- f) Informs the Pa Enea School Principal of travel details.
- g) Ensures the payment of allowances is timely and accurate.
- h) Ensures the students are aware of their responsibilities, the responsibilities of the Ministry of Education, school, primary care givers and their guardian.
- i) In collaboration with the school, facilitates monthly meetings with the students to provide updates and to get a sense of their wellbeing.
- j) Monitors students' academic achievements.

2. Pa Enea Students

- a) Ensure that he/she understands and abides by the school and PESEAG rules.
- b) Attend at least 80% of school days.
- c) Demonstrate active participation and timely completion of all classroom assessments and homework assignments to a satisfactory level.
- d) Maintain a satisfactory behavioural record.

3. Pa Enea Schools

- a) Ensure students and primary caregivers are aware of the Pa Enea Students' Education Assistance Grant.
- b) Schools without a Consent to Assess ensure eligible students complete and return Application Forms to the NZQA/PESEAG coordinator by October 30th.
- c) Schools with a Consent to Assess ensure eligible students complete and return Application Forms to the NZQA/PESEAG coordinator by November 15th.
- d) Ensure that relevant school documentation is sent to the new school as soon as the student is accepted.
- e) Ensure that the students' acceptance and travel details are made known to the students and their parents.

4. New School

- a) Carries out a diagnostic assessment of numeracy & literacy.
- b) Ensures students know and understand the school rules.
- c) If required, provides ESOL training.
- d) Facilitates monthly meetings with students, school and PESEAG coordinator.
- e) Keeps the NZQA/PESEAG Coordinator informed of all student success and

issues.

- f) Has regular contact with guardians and delivers progress reports to Primary Caregiver/s.
- g) Ensures NZQA/PESEAG Coordinator receives a copy of the end of Term 1, Term 2, Term 3 and Term 4 progress reports for all Pa Enea students under this scheme.
- h) Informs the Ministry of Education of any problems encountered with the student while at school which may adversely affect the student's learning, e.g. non-attendance, non-participation in school activities.

5. Primary Caregiver/s

- a) Arranges accommodation and ensures that the environment is nurturing and supports their child/ren's education.
- b) Provides the NZQA/PESEAG coordinator with a completed PESEAG application form.
- c) Provides for their child/ren's essential needs while residing with guardians i.e. toiletries, clothing, food.
- d) Must ensure that they are kept informed of their child/ren's attendance and progress.
- e) Informs the Ministry of Education of issues that are likely to impact on their child/ren's achievement and/or attendance at school.

6. Guardians

- a) Provide the Ministry of Education with a bank verified deposit slip.
- b) Inform the Ministry of Education and the school where there is a change in contact phone number, address and bank account details.
- c) Support and accommodate Pa Enea students under the PESEAG scheme.
- d) Inform the Ministry of Education that the student will no longer be attending school.
- e) Inform the school if the student will be absent due to sickness, bereavement or other.
- f) Inform the Ministry of Education of other issues that are likely to impact on the student's achievement and/or attendance at school.