



Enrolment Policy for Scoil Íosagáin C.B.S. ASD Unit

Introduction

The aim of the Board of Management of Scoil Íosagáin C.B.S. is to provide an educational setting suitable to the needs of all students enrolled in our school in accordance with Scoil Íosagáin's enrolment policy. To this end a Special Class for Children with Autistic Spectrum Disorder (ASD) was proposed by our Special Educational Needs Organiser (SENO) and approved by the National Council for Special Education (NCSE) for the school year 2018/19. We are presently in the process of building additional accommodation, for this reason spaces in the new class will be restricted initially.

The Board of Management of Scoil Íosagáin has set out this policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000-2012, the Disabilities Act 2002 and the Education for Persons with Special Needs Act 2004. The aim is to assist all interested parties in understanding our admissions policy and a constant reminder to the Principal, Board of Management and the ASD Class Admissions Committee of our enrolment criteria.

Scope

Scoil Íosagáin's ASD Class caters for students from Second Class to Sixth Class. Places will be allocated by the ASD Class Admissions Team to a maximum of six students per ASD class. Due to space restrictions initially places will be limited. When the necessary building is completed we will then be in a position to facilitate six pupils. Teacher and Special Need Assistant allocation will be in accordance with Department of Education and Skills allocations.

Enrolment Procedure

1. Application Procedure for Enrolment

A parent/guardian must express an interest from:

Scoil Íosagáin C.B.S. ,
Sexton St.,
Limerick.

The closing date for Expressions of Interest for the next school year is the 21st of March.

N.B. Receipt of acknowledgement of an Expression of Interest by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school.

2. The Application is considered:

1. The list of applicants will be reviewed by the Admissions Team, which will consist of the Principal, a member of the special education team, the Special Class teacher and the Chairman of the school's Board of Management.
2. The application form must be accompanied by all of the following documentation ("Supporting Documentation") supplied by parents:
 - An original Birth Certificate
 - A report with a diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM V or ICD 10 criteria or equivalent and a **recommendation for a placement in a special class within a mainstream school.**

NB If the school does not receive this documentation with the application form, the application cannot be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

3. Each application will be considered on an individual basis to ensure that the unique needs of each child can be met.
4. Factors taken into consideration are:
 - Diagnosis – Child must be diagnosed as being on the ASD spectrum with a recommendation for placement in a special class attached to mainstream.
 - Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.

- Appropriateness – Child must be capable of accessing the Primary School Curriculum.

Once the team is happy that the child presents as fulfilling the above, places will be allocated in accordance with the criteria below.

3. Number of Applicants Exceeds Available Places

If the number of eligible children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order.

- a) Pupils enrolled in our mainstream school as of September 2017 and seeking to transfer to the ASD class.
- b) Siblings of existing pupils.
- c) Children from our feeder schools namely St. Michael's Infant School, St. John's Infant and Girls school and Presentation N.S.
- d) Should any places remain following the above steps the next most suitable candidate will be selected by the Admissions Team.
- e) If a waiting list is established this will be based on date the child's name was placed on the waiting list for the current school year having been deemed to meet the above criteria. When a parent/guardian is notified of an available place – one week is given to respond as to acceptance of the place before the place is offered to the next candidate on the waiting list.
- f) Notice of cancellation of place: parents are required to notify the school if they are not accepting the place.

Fulfilling the enrolment criteria does not necessarily ensure enrolment if;

- Necessary resources pertaining to the enrolment are not available
- Sufficient classroom space is not available.
- The Admissions Team decide that the school is unable to adequately meet the needs of the child.

Taking all of the above into account, and based on the advice of the admissions team of the ASD Class, the Board of Management reserves the right of admission.

Following a decision to enrol, parents are required to complete the NCSE Notification of Enrolment form, available from the school on confirmation of enrolment to the ASD Class.

The completed NCSE form will be forwarded to the SENO on behalf of the pupils enrolled in the class by the school.

Right to Appeal

Under Section 29 of the Education Act, any unsuccessful application to enrol may be appealed.

Support by Outside Agencies

Essential services are to be provided by the Health Services Executive. These services include Speech and Language therapy, Physiotherapy, Occupational therapy and Sensory activities. Scoil Íosagáin C.B.S. has no control over these services, merely acting as relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive.

Post Enrolment

The first year will be used to;

- Assess the child's educational needs.
- Develop an Individual Education Plan (IEP) to address identified needs. The Special Class teacher is obliged to produce one IEP per year. This may be updated if deemed necessary by the teacher.
- Assess whether the child's placement is appropriate.

The level of integration into a mainstream class for a core curriculum subject will be on an individual basis and will differ from child to child. The school will retain discretion as to the particular children who should avail of core curriculum mainstream integration.

Special Needs Assistants

The Special Class will be allocated a number of SNAs by the area SENO.

Generally, these are allocated to the school and employed by the Department of Education & Skills. They are not assigned to any one child and there is scope in their job specification to move between classes when needs arise.

Monitoring and Review

The school reserves the right to review the child's progress from time to time, during or after each year to determine whether this is indeed an appropriate school placement for the child.

Discharge Policy

It is school policy to facilitate the discharge of pupils from the class once they have reached the age of thirteen. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year.

Discharge may also be recommended if the admissions committee, feel that the placement is not appropriate/no longer appropriate and does not serve the best interest of the child. The decision will be made following consultation with parents/guardians and psychological/multi-disciplinary team.

Discharge from the class/unit may also happen if a pupil is fully integrated into the mainstream school.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This Policy will be amended and updated as required.

Date of Implementation: 14th June 2018

Date of Review: Annually