

Scoil Naomh Cualán, Borrisoleigh.

ASD Class- Enrolment Policy

The Board of Management of Scoil Naomh Cualán has set out the policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, and the Disabilities Act 2002. The Board trusts that by doing, parents will be assisted in relation to enrolment matters.

General information:

Name of School:	Scoil Naomh Cualán
Address:	Borrisoleigh, Thurles, Co Tipperary
Telephone:	086 0233023/ 0504 51047
Email:	scoilnaomhcualan@gmail.com
School webstie:	www.scoilnaomhcualan.ie

Introduction:

The ASD (Autism Spectrum Disorder) Unit will be established at the commencement of the school year 2017/2018 and will be funded and resourced by the Department of Education and Skills. This school policy has regard to the funding, resources, services and space available.

Aim and Objectives:

1. To provide a quality driven, appropriate educational service to all children in the ASD Special Class, within the requirements of all recent legislation pertaining to Special Needs Education.
2. To strive towards the integration of children in the ASD Special Class into mainstream education, having regard for levels of disability, available resources and suitability for such integration.
3. To enhance the communicative and social skills of the children in the ASD Special Class.

Pre-Enrolment Procedure:

- Registration process begins with a referral to the ASD Unit for the SENO (Special Education Officer), and/or contact from the Parents.
- Enrolment Application Forms for 2017/18 school year (which are available on the school website or from the school office) will be accepted from March 2017.
- **The closing date for the submission of enrolment applications is Friday 7th April 2017**
- **All applications received on or before this date will be acknowledged within 2 weeks of the closing date for the submission of applications.**

Enrolment Criteria

The maximum class size is six pupils. Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Department of Education and Skill and HSE policies, are as follows:

1. The Enrolment Application Form provided by the school should be fully completed by the parent/guardians on behalf of the child.
2. The Enrolment Application Form should be accompanied by the original Birth Certificate.
3. All reports in existence on a child should be provided to the school for assessment by the Admissions Team. These will be treated with the upmost confidentiality and only shared with professionals on a need to know basis. The withholding of reports from the school Admissions Team may invalidate an Enrolment Application at any time. A recent psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.
4. Please note applications will be accepted on the basis of a psychological report with a primary diagnosis of Autism, provided by a qualified professional, within the last two years. A child must have a primary diagnosis of Autism/Autistic Spectrum Disorder made using the DSM-IV or ICD 10 by a psychologist or psychiatrist and with a recommendation for ASD specific education/special class within a mainstream school i.e. there must be a recommendation by a psychologist in the report that a special class placement in a mainstream school is both necessary and suitable for the child.
5. If a child with a primary diagnosis of ASD applies for placement in our class, this child should have potential for some level of integration into the mainstream class as per guidelines of the Department of Education and Skills.
6. As inclusion is an integral part of our school ethos, it is necessary criterion of enrolment that any child attending the unit must have the potential of integrating into a mainstream classroom setting. The level of integration, duration and timing will be decided upon by the principal and the staff of the unit in consultation with the mainstream teacher, parents of the child in question and on the basis of information shared at an annual review.
7. This year 2017/2018 an ASD class will be established. The demand will be reviewed in subsequent years with the intention to develop an additional ASD class.
8. The parents of the child must accept and agree to the terms of the school's relevant behaviour policies and other relevant policies.
9. An Acceptance Form is issued by the school and must be returned to the school within the required time period.
10. Children should be resident within the catchment area. If places are not filled by children resident within the catchment area, these places will be offered to children outside the catchment area as recommended/advised by the school's SENO.

N.B. A child cannot be enrolled in the mainstream classes in Scoil Naomh Cualán if an ASD diagnosis is present with the expectation that they will move into the ASD Special Class.

Transfers

11. The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

In the event that the number of children that apply for a place (per criteria above) is greater than the number of places (which is 6 places) available such places will be filled on review of Enrolment Applications received *as per the terms of our School Enrolment Policy*. Therefore, the following is the priority order in which children will be accepted:

- *Applicants with siblings currently in the school.*
- *Catholic children living within the parish boundary.*
- *Children of staff members of Scoil Naomh Cualán.*
- *Non-Catholic children living within the parish boundary.*
- *Children of past pupils of previous schools in the parish of Borrisoleigh.*

Any additional available spaces will be allocated in the following order of priority:

- Children from within an eight kilometre radius of the school
- Children who have undergone team assessment by the Admission Team, when one is established.
- If spaces are still available, places will be allocated as per waiting list once an assessment has been made by the Admission Team.

Please note: In allocating places the Admission Team will consider the readiness of the child, the suitability of placement and age appropriateness of the child.

- All unsuccessful applicants have right of appeal under Section 29 of the Education Act, 1998 within 42 days for the date of the decision by the Board of Management.
- **Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space and/or resources are not available.**
- The school reserves the right to refuse enrolment/admission to any student where the student has special needs that even with additional resources available from the Department of Education & Skills and the HSE, the school cannot meet such needs and/or provided the student with an appropriate education.
- ***N.B. If the school does not receive the required documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parents(s)/Guardian(s) to ensure that all supporting documentation is correct and is received by the school.***

Admissions Team

Each application will be considered by the Admissions Team. The team will include the School Principal, the Special Needs Co-ordinator and the Special Class Teacher(s). The Admission Team can seek advice from a NEPS psychologist and other relevant professionals. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made to the Board of Management.

Procedure for Enrolment

Enrolment Application for the 2018/2019 school year will be accepted from April 2018.

- **The closing date for the submission of enrolment applications is 7th April 2017.**
- **All applications received on or before this date will be acknowledged within 2 calendar weeks of the closing day for the submission of applications.**

Receipt of acknowledgement of an enrolment application 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. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with our enrolment policy.

Return of Forms and Acceptance

Letters of offers for places in the ASD class will be sent by the end of May 2017. The letter of offer includes an acceptance Form which must be returned within **one week** of the letter of offer being issued by the school. Acceptance into the unit is contingent upon a signed acceptance of the school policies including the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare, 2000. If the school does not receive the acceptance form with the required time period, the place will be offered to the next child on the waiting list of that school year.

Late Applications

Applications for place in the ASD class made after the 7th April 2017 cannot be considered for the new school year 2017/18 if all the places are filled for this school year.

Post Acceptance

Once a parent/guardian has accepted a place in the ASD, the Principal will communicate with the parent/guardian as follows:

- The parents of a child being offered a place in the ASD class will be invited to visit the school to meet a member of the Special Ed. Team and the Principal of the School.
- An information evening will be organised.
- The parents will be requested by the school to consent to a visit by the staff to a child's pre-school/school/home setting to observe the child.
- The parents/guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.
- The first year will be used to assess the child's individual needs, develop an IEP plan and assess whether the child's placement is appropriate.
- The plan will be updated on a regular basis by the staff.
- The SENO (Special Education Needs Officer) may also be made aware of the plan.
- The children will be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day or school starting date may vary depending on the needs of the child.

Parents of children in the ASD Special Class t will be expected to liaise with the HSE for essential services based on their needs e.g. Speech and Language and Occupational Therapy if they have not already done so.

Monitoring and Review

- **Placement Review:**

The school reserves the right to review the child's progress for time to time whether during or after each year to recommend whether this is indeed an appropriate school placement for the child. Occasionally, concerns regarding the suitability of a child continued attendance in the school may arise. In such circumstances, a review of the school's ability to continue to meet the child's needs, safety and the safety of other may be necessary. Any such review will be undertaken by a committee appointed by the Board of Management, in conjunction with the Principal and other relevant staff members. Parents/Guardians will also be given an opportunity to engage in the discussion surrounding the placement and concerns that arise from the case itself. In the event that it is determined that the child is not suitably placed in the school, having regard for the realistic service options available at the time, the BOM may request a multi-disciplinary team assessment to be carried out to determine the best option for the specific child.

- **General Discharge Policy**

It is school policy to facilitate the discharge of pupils from the unit once they have reached the age of twelve. Pupils who reach the age of twelve 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 after the first year if the admissions team, after consultation with the parents/guardian, feel that placement is not appropriate. Discharge from the unit may also happen if a pupil is fully integrated into the mainstream school.

- **Behaviour Review**

While some children with special educational needs may display difficult, defiant or oppositional behaviours, all efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's Individual Education Plan. All pupils including special needs pupils and non-special needs pupils are subject to the School Code of Behaviour and Health and Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the ASD class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the school, the school reserves the right to advise parents that a more suitable setting should be found for their child.

General Principles:

Taking into account the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special needs.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and way of life in society.

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria. 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 decides that the school is unable to adequately meet the needs of the child.
- The child is deemed a risk to themselves or to others.
- Admission of the child would make impossible, or have a serious detrimental effect on the provision by an educational establishment of its service to others.

Taking all the above into account, and based on the advice of the Admissions Team, the Board of Management reserves the right of admission.

Evaluation

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

Ratification and Communication

This policy was ratified by the Chairperson of the Board of Management on 27.03.2017.

Review

This policy will be reviewed during the school year 2017-2018 and amended as necessary

Signed on behalf of the Board of Management:

Chairperson: Michael Ryan Date: 27.03.2017

Principal: Kay Ryan Date: 27.03.2017

Scoil

Naomh Cualán

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Thurles,

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ENROLMENT FORM

Strictly Private and Confidential

Parent(s) /Guardian(s) please note:

This enrolment form requests very specific personal information in relation to your child. The purpose of this information is to satisfy Department of Education requirements and to enable the school to provide for your child's needs to the best of our capabilities. Should you have any queries or difficulties with regard to any aspect of the information requested or should you wish to discuss your child's situation in a one-to-one context please contact the School Principal in strictest confidence.

Name of Pupil:

P. P. S. No: (as per Department of Education & Science requirements): _____

Date of Birth: _____

Male

Female

Nationality _____ of _____

Child:

Language(s) spoken in the home:

Religion:

Address:

Home Telephone Number: _____

Mobile: _____

Class in which child will be enrolled:

Date child will first attend:

Name, address and contact no. of former school attended (if applicable):

(Information for 'Clár Leabhar'-as requested by D.E.S.):

Father's Name: _____	Mother's Name: _____
Father's Nationality: _____	Mother's Nationality: _____
Address (if different from that of pupil): _____ _____ _____	Address (if different from that of pupil): _____ _____ _____
Occupation: _____	Occupation: _____
Phone: _____	Phone: _____
Work: _____	Work: _____

Father's e-mail: _____

Mother's e-mail: _____

Copy of Birth Certificate enclosed (as per Department of Education & Science requirements)

YYY

If you wish to include a specific version of your child's name in Irish please do so here, otherwise school will translate:

Contact Numbers

We make every effort to ensure the safety of your child; we may need to contact you in the event of an accident or if your child is ill etc. In the event that we cannot contact a parent on the numbers provided above, we ask that you provide an alternative contact number.

Please let us know if this person is a relation, minder, friend of family etc.

(1) Name:

Relationship _____ to _____ Child:

Address: _____

Phone _____ Number(s) _____

N.B. Should any of these numbers change while your child is attending this school please inform us immediately.

Do you consent to the application of plasters/bandages etc. should your child require them?

Yes [] No []

In the event of an emergency, should we fail to contact you, do you give permission to the School to bring your child to doctor/hospital?

Yes: No:

Signed: _____

Date: _____

FamilyDoctor: _____ PhoneNo: _____

DIAGNOSTIC / EDUCATIONAL TESTS.

During your child’s time in Scoil Naomh Cualán, he/she will undergo various Diagnostic/Educational Tests.

Should my child require educational/diagnostic testing during his/her time in Scoil Naomh Cualán, I give permission for these tests to be carried out.

Yes [] No []

Photographs

Occasionally situations arise when it is appropriate to display individual, class or group photographs of school events on the school website or premises, Borrisoleigh website, newsletter, local papers etc.

Do you give permission for your child to be included in these photographs?

Yes [] No []

CHILD PROFILE

(For school records only)

Family:

Child’s Name: _____

Is your child living with (circle as appropriate): Both Parents/ One Parent, Grandparents, Carers, Other?

Who are the legal guardians of your child?

If there is any relevant legal documentation we should have please give details and supply a copy e.g. Guardianship, Barring Orders, Access etc.

Medical/Educational:

Medical conditions we should know about: Please tick as appropriate;

1. Speech Hearing Sight or other difficulties

2. Medical Conditions – Asthma Epilepsy Heart Conditions Diabetes
Other

3. Allergies – Wasp Stings Food
(details): _____

Other allergies:
(details): _____

4. Emotional Problems: (details):

5. Additional Information – Please give details and specify any condition not listed above which might be considered to affect the child’s ability to benefit from school. If there are any medical reports in relation to any of the above we would appreciate a copy of same.

6. Does your child require regular medication? Yes No

7. Did your child attend playschool? Yes No

Name of Playschool:

Dates /Years attended:

8. Does your child have any special educational, physical, emotional, language etc. needs?

9. Has your child ever been assessed for any reason? Yes [] No []

If yes, are reports available? Yes [] No []

10. Has there been any major trauma in your child's life that the school should know about?

Yes [] No []

Signed: _____ Dated: _____

Parent/Guardian

Signed: _____ Dated: _____

Parent/Guardian

Thank you for your assistance.

Please enclose all reports relating to your child.

