



Enrolment Policy Autistic Spectrum Disorder Centre

Introduction

Scoil Bhríde founded in 1951 is a Roman Catholic co-educational primary school under the patronage of the Bishop of Kildare and Leighlin.

The Board of Management of Scoil Bhríde, Kill, hereby sets out its Enrolment and Admission Policy for our ASD Centre (Classes/Unit) in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management or the Principal Teacher will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

General School Information

Name of School: Scoil Bhríde, Kill Telephone No. (045) 877592

The Bishop of Kildare & Leighlin is the Patron of the school.

At present, the teaching staff is comprised of 22 single class Teachers, 1 Principal Teacher, 4 + Learning Support Teachers, 2 Resource Teachers. 1 shared Learning Support Teacher and 7 Classroom Assistants. The full range of classes is taught in the school and classes are of mixed gender.

The school also includes an Autistic Centre catering for up to 12 children, which is staffed by 2 Teachers and 5 Special Needs Assistants.

The Autistic Spectrum Disorder Centre opened in Scoil Bhríde, Kill in September 2011. The centre has two classes with a maximum of six children in each. It has one teacher and two special needs assistants per class. It caters for children who have a diagnosis of Autism and recommendation for placement in an ASD Class. It operates with what is called the "Eclectic Model".

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

Class starts at 9.00 a.m. and finishes at 2.40 p.m. Infant Classes finish at 1.40 p.m.

Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Legal Framework

Section 9 (j) of the Education Act 1998 specifies, that “A recognised school shallSubject to this Act and in particular section 15 (2) (d), establish and maintain an admissions policy which provides for maximum accessibility to the school”.

Section 15 (2) (d) states the Board of Management shall “publish The policy of the school concerning admission to and participation in the school and ensure that policy principles of equality and the right of parents to send their children to a school of the parents’ choice are respected”.

Section 27 (1) states that “A board shall establish and maintain procedures for the purposes of informing students in a school of the activities of the school” and (2) that “the procedures established and maintained under subsection (1) shall facilitate the involvement of the students in the operation of the School having regard to the age and experience of the students, in association with their parents and teachers”.

The Education Welfare Act, 2000 [Section 19 (1)] requires that a Board of Management shall not refuse to admit a child except where such refusal is in accordance with the school’s Admission Policy. Section 19 (2) requires that parents must provide relevant information to the school while Section 19 (3) requires that the Board of Management, shall as soon as possible (but no later than 21 days) after receiving such information “make a decision in respect of the application concerned and inform the parent in writing thereof”

The Equal Status Act, 2000 [Sections 5 & 7 (2)] prohibits discrimination on the grounds of “gender, marital status, sexual orientation, religion, age, disability, race or membership of the Travelling Community” regarding admission, access to programmes, participation in the school or regarding expulsion or any other sanction. There are limited exceptions regarding single-sex schools and schools promoting particular religious values [Section 7 (3)].

Aim and Objectives of the ASD Centre:

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

Goals

The school shall have in place appropriate channels of communication and procedures

- To inform parents about the school, its programmes, activities, and procedures
- To enable applications for admission to the school to be handled in an open, transparent manner
- To put in place criteria under which applications shall be considered
- To ensure that these criteria are informed by our Ethos, our Mission Statement & current legislation
- To specify what information is required by the school at the time of application

Context, Resources, School Organisation & Curriculum

The school supports the principle of equality for all students regarding access to and participation in the school. The school respects the diversity of traditions, values, beliefs, languages and ways of life in society. The school acknowledges the right of parents to send their children to a school of the parents’ choice, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources and subject to the capacity of the school to provide for the needs of any applicant or student. The school is staffed in accordance with the standard pupil – teacher ratios sanctioned by the Department and any additional teaching hours sanctioned by the Department in respect of curricular concessions, special needs, special programmes etc. The school operates within the regulations laid down by the Department from time to time.

The capacity of the school to implement its desired curriculum, its broad range of educational programmes, its breadth of extra-curricular activities, its school plan and policies are dependent on the resources it receives. Consequently, in determining its activities and programme for any school year the school must have due regard to the teaching, management and administrative resources and the accommodation, equipment and funding available to it.

Roles and responsibilities in developing and implementing this policy:

Roles of Board of Management

- To ensure that a policy is in place and that it is reviewed
- To appraise this policy with regard to its suitability and the effectiveness of its implementations and to make recommendations for improvement where appropriate.
- To decide on appeals by parents or students with respect to any decision(s) made by the Principal/Board..
- To prepare (and submit to the Education Welfare Board) a statement of Strategies regarding Attendance. The Statement of Strategy will have regard to guidelines issued by the Education Welfare Board and will set out the measures the Board of Management proposes to adopt
 - a) For the purposes of fostering an appreciation of learning among students attending the school and
 - b) Encouraging regular attendance at the school on the part of all students

Role of the Principal

- To formulate draft policy in consultation with the teaching staff, students, parents, Board and Trustees
- To monitor its implementation and to ensure that it is reviewed by the review date.
- To implement the policy and to support other teaching staff in their implementation of the policy
- To apply for and acquire such resources as are available in accordance with government policies
- To ensure, within the constraints of available resources, that alternative programmes are devised where necessary and practicable to meet the needs of students
- To appraise the policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate
- To ensure a register of all students attending the school is established and maintained
- To ensure that a record of attendance or non-attendance is maintained for each student registered at this school and, in the case of non-attendance, the reason for same
- Prior to registering a child, to provide the parents of an applicant with a copy of the school's Code of Behaviour (acceptable via school website) and ensure that the parent confirm in writing their acceptance of the Code of an assurance that they shall make all reasonable efforts to ensure compliance with the Code by the child
- To provide, on request, to any parent of a child registered in the school with a copy of the Code of Behaviour
- Where a child is refused admission, to advise the parents of their right of appeal to the Trustees and the Department of Education setting out Title and Address of each and advising of time limits

Role of Teaching staff

- To co-operate with the implementation of this policy
- To take the needs of all students into account in the way in which they select textbooks, plan and teach their lessons and conduct assessments
- To bring concerns about Special Needs curricular matters and information to the attention of the Principal, Deputy Principal, Special Needs Teacher
- To keep parents informed through the regular Parent / Teacher Meetings and School Reports and by meeting parents from time to time as required.
- To appraise this policy with regard to its suitability and the effectiveness of its implementation and to make recommendations for improvement where appropriate

Role of Students

- To co-operate fully with the school in the implementations of the policy
- To offer suggestions for improving the service to students with special needs

Role of Parents

- To support the policy and to co-operate fully with the school in its implementation
- To bring to the attention of the school authorities any concern they may have in relation to the school's provision for the educational needs of their child
- To appraise this policy with regard to its suitability and the effectiveness of its implantation and to make recommendations for improvement where appropriate

Policy Considerations

The Board of Management of Scoil Bhríde National School reserves the right of admission if such admissions contravene Departmental guidelines on class size, etc.

The school will not refuse a child on the basis of Special Educational Needs, Sexual orientation, Family status, Membership of the Travelling Community, Race, Civil status, Gender, Faith and or No faith provided the necessary supports are in place in the school. Reference to Kill Parish in our criteria for enrolment is on the basis of significant financial contributions and commitments from this Parish to the school.

The school will maintain a list of refused applicants for each class, their place on that list having been determined under the criteria outlined.

The Board of Management respects parental choice in relation to enrolment, provided the enrolment criteria are fulfilled.

The Board of Management of Scoil Bhríde National School, in its Policy of Admissions/Enrolment, respects the rights of the existing school community and the children already enrolled. Consequently, the Board of Management reserves the right to determine the maximum number of children in each class, bearing in mind:

- Integration of children from Autistic Centre to Mainstream Classes
- Health & Safety Concerns regarding Staff and Children
- Available classroom space
- Multi-grade classes
- Educational needs of the children
- Presence of children with special needs
- Department of Education & Skills class size directives
- Appropriate Supports and Resources are available
- Time of school year

Procedures – Application, Enrolment Criteria & Decision / Appeals

Parents/ Guardians who wish their children to be educated in our ASD classes should notify the school giving pertinent details: Name, Address, Age of child, contact details, sibling in this school?, confirmation that child meets criteria.

A List will be compiled and drawn upon if a place becomes available. This list will last for 2 years from receipt of interest information – i.e. a parent/guardian must update their information and inform us of their continued desire for a placement every two years. The List is not a waiting list and does not operate on first come first served basis. The information on this list will also be shared with the Special Education Needs Organiser (SENO) who is employed by the National Council for Special Education (NCSE) and who have

overall responsibility for Special Education in schools.

When a place becomes available in our ASD Classes, The school will contact the SENO and look at the List. Those meeting the criteria will be contacted via registered/ Swift post and asked to fully fill out an application form, furnish the school with the full information - assessments and reports - within 10 working days (school days).

An Admissions Team which is comprised of the Principal Teacher of Scoil Bhríde, the ASD Centre Teacher, The Deputy Principal, members of the Board of Management will assess each completed application. The Admissions Team will make a recommendation to the Board of Management of Scoil Bhríde on whether or not they feel the pupil is a suitable candidate for the ASD centre.

The final decision to enrol or not rests with the Board of Management. Parents have a right to appeal to the Board of Management in the event that they are unhappy with its decision.

- Failure to fully complete forms may result in refusal to admit a student.
- Further relevant information may be sought at a later stage
- In applying the criteria for enrolment, the school will take into account limitations in the size of classes

Enrolment Criteria- pupil to be enrolled in ASD Centre Scoil Bhríde, Kill:

- Has a diagnosis of Autism as per DSM (IV) , DSM (V) or ICD 10.
- Has been recommended by DES* approved Psychological Assessment for placement in ASD Class.
- Has been recommended by the Admissions Team as suitable for the ASD Class.
- There is space in the class (maximum class size is six).

* Department of Education & Skills

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

1. Children who left the ASD centre but transition was unsuccessful.
2. Brothers and sisters of existing pupils.
3. Children living within the parish of Kill, Ardclough and Johnstown.
4. All other applicants with priority to those geographically closest to Scoil Bhríde. This will be determined by Google maps or AA route planner – picking the closest for each.

Allocation of a place in the ASD centre does not guarantee a place in the mainstream classes for any siblings.

Health Board Input:

Essential services are to be provided by the Health Service Executive. These services include Speech and Language therapy, Occupational therapy and Psychology and Physiotherapy.

School Policies:

Pupils enrolled in the ASD Class will be subject to the same policies that are in force for all other pupils in the school. Parents will be given information on enrolling their child and will be required to agree to the policies in force in the school at the time.

Discharge Policy:

It is school policy to facilitate the discharge of pupils from the unit once they have completed sixth class. Discharge may also be recommended if any of the following conditions are met.

- the admissions team, after consultation with the parents/guardian, feel that placement is no longer appropriate due to changing needs or circumstances of the pupil
- if a pupil is fully integrated into the mainstream school

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation, class size, teaching resources and financial resources, and subject to the capacity of the school to provide for the needs of those who apply for admission.

Where the school lacks the necessary resources to meet the needs of any applicant or student, it will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the unfettered right to refuse admission. It is the responsibility of parents / guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare.

In this context the school authorities will have equal regard for the welfare of all the students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, moral, social or intellectual development.

Failure to fully complete the application form, failure to supply any relevant information requested by the school or failure to make reasonable arrangements to meet with the school authorities to discuss the application may result in a child being refused admission to the school.

The registration process is formally initiated on receipt by the school of a completed application form. This form must be signed and dated by one or both parents or guardians. The form will be date stamped on receipt by the school, and is attached as Appendix 1 to this policy. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not in themselves enrolment applications.

Date of application, child's date of birth, address and telephone contact number are recorded in the School Record of Applications, and the attached acknowledgement (Appendix 2) together with information about where to get a copy of this policy is sent to the applicant. The acknowledgement of an application merely confirms that it will be assessed under the criteria outlined, and does not confer any further status on that application.

Once an enrolment list is approved by the Board, all applicants will be notified in writing of the outcome, and if refused admission will be notified of their entitlement to appeal under Section 29 of the Education Act 1998. All children enrolled are expected to comply with and support the school's Code of Behaviour, as well as the school's designated policies on Curriculum, Organisation and Management.

Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required, with particular emphasis placed upon

- Effective management placed on application process
- Clarity and transparency relating to the process
- Applicants informed in good time re the status of their application, particularly in the case of refusal to enrol
- Parental feedback

Monitoring Procedures

The implementations of this policy will be monitored by the Board of Management at the appropriate time. It will also be referred by the Principal for consideration by the full staff at the same time. The Principal will report to the Board of Management regarding the process of enrolment in December each year and regularly thereafter until enrolment is complete. Where the Principal refuses admission to any applicant, by the authority delegated to him/her by the Board in line with this policy, any such refusal shall be communicated to the Board at the earliest opportunity.

Review Procedure

The policy will be reviewed regularly in the light of experience. It will be reviewed by the full staff and Board of Management every five years or as the need arises. Any staff member, board member, parent, guardian or student who is unhappy with the content or the implementation of any school policy may request a review at any time and such a request will be dealt with as quickly as possible. Next review of this policy will occur before or during the school year 2018/2019

Scoil Bhríde Board of Management

Chairperson: John Donohoe

Policy Ratified on 7th November 2017

(APPENDIX 1)

Scoil Bhríde National School, Kill, Co. Kildare.

Registration Form 17662R

Child's Name:		Date of Birth:		Sex M F <input type="checkbox"/> <input type="checkbox"/>	
Mother's Name		<small>Use</small>	<small>Class</small>	<small>PN:</small>	
Mother's Maiden Name		F T E X T S	Nationality		
Mobile No.			Ethnic or Cultural Background*		
Father's Name			Religion		
Mobile No.			Year in which you wish your child to start school:		
Address:		Class level in which you wish your child to be enrolled:			
Home Phone No:		child to be enrolled:			
<i>It is the responsibility of home to ensure the school is kept up to date contact information at all times</i>					
Mother's Occupation		Father's Occupation			
Work Telephone No.		Work Telephone No.			

Name of Person who can be contacted in an emergency. In Case of Emergency (ICE)

(1)

Telephone No.

(2)

Telephone No.

Name and Address of Family Doctor.

Telephone No.

Does the school have permission to take your child to a Doctor in the case of an accident/emergency when you are not available? Yes No If yes, do you agree to cover cost of

same? Yes No

Is this the eldest child of your family in this school? Yes No

(For the purpose of sending notes home) Name of Sibling/s

If applicable please state;

Name and Address of Previous School/ Crèche/ Preschool.

Phone Number of Previous School/ Crèche/ Preschool.

Does your child have any illness, allergies, special educational needs or family circumstances that the school should be aware of?

Signed _____

Date _____

(Parent/Guardian)

Signed _____

Date _____

(Parent/Guardian)

Please Turn Over for Important Information

Please Turn Over for Important

Information

- Filling this form or presenting it to the school does not constitute enrolling in this school.
- Places will be confirmed in writing within three weeks after application closing date of 3pm Tuesday 9th May2017.
- Please note that the only method of enrolling a child in this school is the above procedure.
- Please consult www.killschool.ie and read the Parent Information Section and note policies mentioned below. In order to proceed please confirm that you

agree to abide by the policies, school rules and that Scoil Bhríde teaches the Stay Safe Programme.

(Policies and information available in Hard copy on request)

	Please note that Policies are subject to change upon ratification by the Board of Management and are regularly reviewed.	Yes	No
1	Enrolment Policy		
2	Code of Good Behaviour		
3	Anti Bullying Policy		
4	Acceptable Use Policy Please notify us if you do not consent to images of your child being on a school newsletter or school Website in adherence to our ICT policy		
5	Administration of Medication Policy		
6	Custody/Separation Policy		
	I acknowledge that this school teaches the Stay Safe Programme in its entirety.		
	I agree to abide by present, amended and future policies ratified by the Board of Management and by school rules.		

I have read and agree to abide by the policies as set out above and the rules of the school.

Signed: Date Parent/Guardian

Signed: Date Parent/Guardian

**** Primary Online Database (POD)**

The Department of Education & Skills (DES) has developed an electronic individualised database of primary school pupils called POD. **POD** collects individual information on each pupil, including their PPSN. Information will be rolled over each year. POD is live, allowing for the updating of information throughout the year. The database will be accessed through the secure internet portal. This system has been used by schools for years.

The introduction of **POD** will facilitate the identification of pupils who do not transfer from primary to post-primary level. **POD** will replace the need for schools to complete the National Scheme Annual Census. **POD** will give schools access to update DES centrally-held, school-level data such as School Name, Address and Telephone Number. Further information about **POD** is available in the **Parents' Page** under **POD** on the School Website www.killschool.ie and on the Department of Education & Skills' website - www.education.ie

The school would have much of this information on pupils and the Data Commissioner has shared that PPSN numbers are not considered "sensitive" information.

*Questions on Ethnicity are deemed not compulsory for the purposes of POD