



# Our Lady of Consolation National School

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## Policy Summary Details:

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<b>Policy Title:</b>	<b>Enrolment Policy for Special Classes for Children with Autism Spectrum Disorder</b>
<b>Version Number:</b>	1
<b>Written/Adopted Date:</b>	6 <sup>th</sup> December 2016
<b>Written by:</b>	Board of Management
<b>Date Shared with Staff:</b>	6 <sup>th</sup> December 2016
<b>Date Ratified by BOM:</b>	12 <sup>th</sup> December 2016
<b>Review Date:</b>	December 2020

**Rationale** Our Lady of Consolation School, Donnycarney is a mainstream primary school incorporating five classes for children with Autism Spectrum Disorder. The Board of Management is setting out its policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, and the Guidelines for Setting Up and Organising Special Classes (NCSE 2016). The Board of Management trusts that by so doing, parents and professionals will be assisted in relation to enrolment matters. The Chairperson of the Board, Mr Eamonn O Dúlainn and the Deputy Principal, Gwyn Bhreathnach will be happy to clarify any further matters arising from the policy.

The Board of Management, in its management of the school is bound by the Department of Education & Science's Rules for National Schools and this school's enrolment policy is subject to "any directions which may be issued from time to time by the Minister" and operates under the Patronage of the Catholic Archbishop of Dublin.

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### **Application Procedure**

Applications may be made in writing or in person. Each application should incorporate the date of application, date of birth, address and telephone number. The application must include a recent (no more than 2 years old) psychological assessment. If the school does not receive this documentation with the Enrolment Application form, the application may not 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. Once this process has been completed the pupil's name is placed on a waiting list. A decision arising from the application will be conveyed to the parent by April 1<sup>st</sup> of the year of intended enrolment.

### **Criteria for Enrolment**

- For our Early Intervention Class, the child must be aged 3 on date of admission. The Early Intervention Class will cater for children from 3 years of age. The school, in consultation with parents may reduce the length of the school day for three year olds who are unable to manage a full early intervention day.
- For all other classes for students with Autism Spectrum Disorder, applicants must be aged 4 to 12 years.
- All applicants must have a primary diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-V or ICD 10 or equivalent by the psychologist or a member of the Multi-Disciplinary Team. The classes are for all pupils who meet these criteria irrespective of cognitive ability.
- There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the child.
- The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
- Brothers and sisters (including step-siblings, resident at the same address) of children already enrolled, who meet the above criteria will be given priority.
- Priority will be given to children who are resident within the Catchment Area i.e. which is defined as being resident at a postal address within Dublin 3/5/9..

### **Admissions Sub Committee**

Each application will be considered by the Admissions Sub Committee. The team will include the School Deputy Principal and the Assistant Principal. A recommendation will be made by the Admissions Sub Committee in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

### **PRIORITIES for ENROLMENT**

The Board of Management will ratify enrolment to ASD classes in the following order of priority.

1. The child must be aged between 3 -12 years of age.
2. Sisters (including step-sisters, resident at the same address) of children already enrolled.
3. Brothers (including step-brothers, resident at the same address) of children already enrolled.
4. Children of former pupils.
5. Girls resident in the Catchment Area i.e. resident and having a postal address in Dublin 3/5/9.
6. Boys resident in the Catchment Area i.e. resident and having a postal address in Dublin 3/5/9.
7. All other girls who meet criteria apply
8. All other boys who meet criteria.

All unsuccessful applicants will be placed on a waiting list until the 30<sup>th</sup> September of the following year, in accordance with the above criteria for places that may become available. Unsuccessful applicants will be informed in writing by post by April 1st of the year of intended enrolment. Nothing of the above may over-ride the parents' rights under Section 29 of the Education Act.

### **Monitoring and Review**

The student's enrolment in a special class will be kept under continual review. This review will be held annually to determine whether this is the appropriate placement for the student.

### **Behaviour**

It is acknowledged that children with special educational needs may display challenging behaviours at times. 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 and Positive Behaviour Support Plan. All pupils including special needs pupils and non-special needs pupils are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the Special 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.

### **Transfer from Early Intervention to Special Classes.**

Should a place become available in a Special Class each September, priority will be given to pupils attending the Early Intervention Class in this school. **However, placement in an Early Intervention Class does not guarantee a place in a Special Class in any given year, and places cannot be held for pupils due to transition.**

### **Discharge Policy**

It is school policy to facilitate the discharge of pupils from our Special classes once they have reached the age twelve. Pupils who reach the age of twelve after September 30<sup>th</sup> 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 team, after consultation with the parents/guardian, feel that placement is not appropriate. Discharge from a Special Class may also happen if a pupil is fully integrated into the mainstream school.

**Signed:** \_\_\_\_\_ **Date:**

**Chairperson**

Review Date: December 2020