



## **Enrolment Policy for Autism Classes**

The Board of Management of St. Joseph's National School hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Education (Admissions to Schools) Act 2018, 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 Information:**

**Name of school: St. Joseph's N.S.**

**Address: Rathwire Lower, Killucan, Co. Westmeath. N91 E402**

**Telephone: 044-9374591**

**E-mail: [rathwirens@eircom.net](mailto:rathwirens@eircom.net)**

**Roll Number: 18640m**

The special Autism Unit was established on 28/11/2011 funded and resourced by the Department of Education and Science. This school policy has regard to the funding, resources, services and space available.

### **Enrolment Procedure**

Registration process begins with a referral from the Autism Team, a telephone call or a visit from the parents.

- The process then proceeds following receipt by the school of a completed application form.
- This may be done online or by downloading/collecting a hard copy and returning to the school.
- On line applications for enrolment must be filled in completely and submitted to the school through our school website.
- Both online and hard copy applications must be returned on or before 3pm Friday 8<sup>th</sup> of February 2019.



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- Hard copy forms 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.
- Applications will only be processed on the basis of a diagnostic or psychological report. Once this process has been completed the applicant secures a place on the list of applicants to enrol.
- Entry in the School Record of Applications means that an application will be considered in early March of the relevant enrolment year, and will be evaluated on the basis of the criteria outlined in this policy, and **should not be considered as confirmation of a place received in that class.**
- The evaluation will be carried out by the Admissions team which is made up of Principal, Deputy Principal, Chairperson of the BoM and a teacher from a current ASD class.
- Following this evaluation, the Principal will make a recommendation to the Board, listing proposed enrolments for the forthcoming year.
- 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.
- Parents of successful applicants will then fill in a registration form including a consent form to complete enrolment.

### Enrolment Criteria

The maximum class size is six pupils. 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, once a definite diagnosis of Autism has been provided by a qualified professional.

- Current pupils enrolled in Mainstream who have a diagnostic or psychological assessment recommending enrolment in an ASD class.
- Brothers and sisters of existing pupils
- Children living within the parish
- If spaces are still available, places will be allocated as per waiting list. Once an assessment has been made by the Admissions team, places will be allocated to those living closest to the school.

### The first year will be used to;

- Assess the child's educational needs
- Develop an I.E.P. to address identified needs
- Assess whether the child's placement is appropriate

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;



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- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need
- Equality of access and participation in the school
- Parental choice in relation to enrolment
- Respect for the diversity of values, beliefs
- Traditions, languages and ways 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 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 enrolment team of the Autism Unit, the Board of Management reserves the right of admission.

### **Aim and Objectives**

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

### **Health Board Input**

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

### **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 thirteen 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 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.



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**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**

This Enrolment Policy was adopted by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of BoM

Principal/Secretary to the BoM

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Designated Autism Unit

Admissions and Enrolment Policy

This policy was adopted by the Board of Management of  
\_\_\_\_\_ at its meeting held on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson, Board of Management.