



Scoil Chaoimhín Naofa
St. Kevin's Primary School

Gleann dá Loch, Co. Chill Mhantáin
Glendalough, Co. Wicklow
Tel: (0404) 45460

Admission Policy of Scoil Chaoimhín Naofa

School Address: Glendalough, Co Wicklow. A98TR96

Roll number: 16924Q

School Patron: Catholic Archbishop of Dublin

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1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents/guardians of children attending the school.

The policy was ratified by the Board of Management in June 2023 and approved by the Patron on the 4th July 2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Chaoimhín Naofa's admission process are set out in the school's annual admission notice. This will be published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned. The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Scoil Chaoimhín Naofa is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Dublin, Archbishop Diarmuid Martin.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Chaoimhín Naofa shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

'Scoil Chaoimhín Naofa is a co-educational Catholic primary school, under the patronage of the Archbishop of Dublin. In school we promote a caring, supportive and Christian community. We endeavour to provide a positive caring environment where good personal relationships and mutual respect are the corner stones.'

We as the Board of Management undertake our duties guided by principles, which include:

- (a) To promote and uphold the characteristic spirit of the school as a Catholic primary school.
- (b) To promote Christian values, attitudes and principles.
- (c) To respond to the educational needs of the children admitted to the school, including special requirements, in so far as the resources of the school allow.
- (d) To provide an educational environment and experience, which will as far as resources permit; ensure the full and harmonious development of the children admitted to the school.
- (e) To operate an admission policy that is clear and fair to the children, to

3. Admission Statement

Scoil Chaoimhín Naofa will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
 - (b) the civil status ground of the student or the applicant in respect of the student concerned,
 - (c) the family status ground of the student or the applicant in respect of the student concerned,
 - (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
 - (e) the religion ground of the student or the applicant in respect of the student concerned,
 - (f) the disability ground of the student or the applicant in respect of the student concerned,
 - (g) the ground of race of the student or the applicant in respect of the student concerned,
 - (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
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- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Chaoimhín Naofa will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council. (Insert name of schools) will comply with any direction served on the board or the patron under section 37A and 67(4)(b).

Scoil Chaoimhín Naofa is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate by refusing to admit as a student a person who is not Catholic.

Scoil Chaoimhín Naofa will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Scoil Chaoimhín Naofa is a school which has established two classes, with the approval of the Minister for Education and Skills, which provide an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the special class

Scoil Chaoimhín Naofa with the approval of the Minister for Education and Skills, has established a classes to provide an education exclusively for students with ASD.

5. Admission of students

This school shall admit each student seeking admission except where –

- (a) the school is oversubscribed (please see section 6 below for further details)
- (b) a parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- (c) Scoil Chaoimhín Naofa is a Catholic school and may refuse to admit as a student a person, where it is proved that the refusal is essential to maintain the ethos of the school.
- (d) The special classes attached to Scoil Chaoimhín Naofa provide an education exclusively for students with ASD and the school may refuse admission to these classes, where the student concerned does not have the specified category of special educational needs provided for in these classes.
- (e) The pupil has special needs such that even with additional resources available from the Department of Education and Skills the school cannot meet such needs and/or provide the pupil with an appropriate education.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria for all mainstream applicants (please Appendix 1 for special class enrolments) in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

Mainstream Enrolment Categories:

Category Level 1: New Entrant

- Entrant is a sibling of a pupil(s) currently enrolled in the school*
- Entrant is living within the catchment area**

Category Level 2: New Entrant

- Entrant that is a child of a staff member

Category Level 3: New Entrant

- Entrant is from outside the catchment area.

Special Class Enrolment Categories:

Category Level 1:

- Entrant is currently enrolled in a mainstream class in the school

Category Level 2: New Entrant

- Entrant is a sibling of a pupil(s) currently enrolled in the school*
- Entrant is living within the catchment area**

Category Level 3: New Entrant

- Entrant that is a child of a staff member

Category Level 4: New Entrant

- Entrant is from outside the catchment area.

Please Note:

* sibling refers to brother, sister, half-sibling, step-sibling, adopted sibling or foster sibling that is resident in that family home/at the same address.

** catchment area is defined as school nearest to the family home.

Enrolment capacity will be determined by the Board of Management for each individual cohort.

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event of two or more students being tied for a place, the oldest student will be given priority. If two applicants have the same date of birth, then a lottery will apply with an independent party present.

Notes:

- For the purposes of this policy, the catchment area is defined as the geographical area of St. Kevin's Parish, Glendalough, and if outside the parish, the nearest primary school to the child's home or closest school of Roman Catholic ethos.
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- Proof of residence may be checked in order to determine eligibility for enrolment. Incomplete or incorrect information submitted in relation to any aspect of the enrolment application form invalidates the application.
- The Board of Management will have regard for the relevant Department of Education and Skills guidelines in relation to class size and staffing provisions and / or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.
- The Board of Management is bound by the Department of Education and Skills rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years.
- Applications will therefore not be accepted in respect of children who will have not reached the age of four years by September 1st in the year they commence school.
- In order for a child to be enrolled in any class, a place must be available.
- The enrolment of children with special needs to special classes in Scoil Chaoimhín Naofa will be considered in accordance with the guidelines laid out by the Department of Education and Skills. Reference can be made to the Application Procedure For Enrolment To Special Classes For Children With Autism (Appendix 1). The Board of Management reserves the right: to request a copy of the child's medical and/or psychological report, or where such a report is not available to request that the child be assessed, as soon as possible. The purpose of the assessment report is to assist in establishing the educational and training needs, and the required support services for the child. This will enable the Principal and staff to meet with the Special Educational Needs Organisers (S.E.N.O.) and or psychologists to establish how best to meet the child's needs.

7. What will not be considered during the enrolment process

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (i.) an early intervention class, or
 - (ii.) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
(other than in relation to:
admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents/guardians;
- (e) a requirement that a student, or his or her parents/guardians, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, siblings* of a student attending or having attended the school
- (g) the date and time on which an application for admission was received by the school,
This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.
This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

8. Decisions on applications

All decisions on applications for admission to Scoil Chaoimhín Naofa will be based on the following:

- Our school's admission policy
 - The school's annual admission notice (where applicable)
 - The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications
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(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Chaoimhín Naofa, you must indicate—

- (i.) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii.) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Chaoimhín Naofa where—

- (i.) it is established that information contained in the application is false or misleading.
- (ii.) an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- (iii.) the parent/guardian of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv.) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

12. Sharing of data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i.) an application for admission to the school has been received,
- (ii.) an offer of admission to the school has been made, or
- (iii.) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i.) the date on which an application for admission was received by the school;
 - (ii.) the date on which an offer of admission was made by the school;
 - (iii.) the date on which an offer of admission was accepted by an applicant;
 - (iv.) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).
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13. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Chaoimhín Naofa were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Chaoimhín Naofa is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

- Parents/Guardians wishing to enrol a child into classes (Senior Infants to Sixth Class) or parents/guardians of children seeking to transfer to Scoil Chaoimhín Naofa from another school are enrolled, subject to the Rules Governing National Schools, as well as this current Admission Policy for Scoil Chaoimhín Naofa.
- Pupils may apply to transfer to the school, in accordance with the school admission procedures and subject to the availability of places to particular classes.

Admission Application Procedure

The procedure for making an application to Scoil Chaoimhín Naofa for Mainstream classes and special classes involves a number of steps:

1. An Expression of Interest must first be made to the school by the parents/guardians. This notification can be done by phoning, emailing or calling to the office.
2. All who have notified the school with an Expression of Interest will be requested to complete an Admission Application Form to confirm their interest in a school place for their child during the enrolment process in November of the year prior to enrolment.
3. Once approval from the Board of Management is granted, a Registration Form will be issued to all those offered a place in the school for the following September.

Registration forms must be fully completed and returned with all the following and necessary accompanying documentation:

- Original Birth/Adoption Certificate
- Proof of Address may be requested to enable Board of Management to validate the enrolment application
- Baptismal Certificate (only if you wish your child to prepare for and receive the Sacraments)
- Most recent school report(s) (if child is transferring from another school)
- Professional Reports/Documentation in relation to SEN (Special Educational Needs)

Further relevant information may be sought at a later stage.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

- Admissions are closed each year.
- Applications outside of the annual Admission Timeframe and following the procedures outlined above will be reviewed by the Board of Management on an individual basis.

Admission into the ASD Class

The procedure for making an application to Scoil Chaoimhín Naofa special classes involves a number of steps:

- Prospective parents/guardians may, at any stage, communicate to the Principal their wish to have their child considered for a place in a special class in Scoil Chaoimhín Naofa, through the completion of an Expression of Interest document. This includes name, date of birth, and contact details for the child and parents/guardians. There is no entitlement to a place in the school by completing this form.
- Each child must have a full Multi-Disciplinary Assessment which must specify that the child is on the autistic spectrum and must recommend placement in the ASD Class.
- The Parents/Guardians must complete a school Admission Application Form.
- All relevant reports and assessments must be given to school prior to enrolment.
- A NEPS Psychologist will be consulted for a professional opinion.
- Final decisions regarding enrolments are made by the Board of Management in consultation with NEPS and other agencies as necessary.
- The Department of Education and Skills states that the ratio for each class is a maximum of six children to one teacher.
- This policy states that the parents/guardians of the prospective candidate for the class must meet the class teacher, the School Principal and any other relevant parties before the child starts school.
- Parent/guardian consent is sought for a visit by class teachers to child's preschool post admission process.
- Once the Board of Management approves an admission list, all applicants will be notified in writing of the outcome and will be requested to complete a Registration Form.
- Applicants will be informed of the Board of Management's decision within 21 days of the closing date for receipt of Admission Application Forms. They will receive a letter signed by the Principal or Chairperson of the Board of Management.
- The classes cater for children of Primary School Age only: Four years to Thirteen years.
- Admission may be deferred if reports suggest that a child should continue to attend preschool for a further year (up to his/her sixth birthday).

16. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The Board of Scoil Chaoimhín Naofa or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

18. Reviews/Appeals

Review of decisions by the Board of Management

The parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parent/guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due to a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management).

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

19. Ratification

This policy was ratified at the Board of Management meeting as per the date below.

Signed:

Mr. Paul Carter, BOM Chairperson:

Date:

20. Review Date

This policy will be reviewed in June 2025 or sooner if deemed necessary.

21. Appendix 1: Application Procedure For Enrolment To Special Classes

For Children With Autism

Aims and Objectives

- To provide a quality driven, appropriate educational service to all children in the ASD Classes, within the requirements of all recent legislation pertaining to Special Needs Education.
- To strive towards the integration of children in the ASD Classes 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 ASD Classes.

Criteria

The maximum class size is 6 pupils. In order for a child to be enrolled in a Special Class for Children with Autism, a place must be available and he/she must fully fulfil the following criteria:

- Full psychological assessment specifying that the child is on the autism spectrum. This diagnosis must be given by a clinical psychologist or psychiatrist with a recommendation for enrolment in the Class for children with ASD and must be within the last 2 years. Testing used must indicate overall level of intellectual functioning, i.e. verbal and non-verbal.
- As inclusion is an integral part of our school ethos, it is a necessary criterion that any child attending the ASD classes must have the potential of integrating into a mainstream classroom setting. There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. The level of integration, duration and timing will be decided up on by the class teachers and principal and will be subject to continuous assessment and review.
- School Enrolment Procedures – to be fully completed: Enrolment Application Form and Registration Form.
- Parents/Guardians of prospective candidates must meet with relevant school personnel and others where appropriate before child starts school.
- All relevant reports and assessments must be given to the school prior to child enrolling as part of the Application Process
- Where there is insufficient information provided about a child, BOM Enrolment Sub Committee may not be able to make a decision.
- Copies of all reports will be sent to *National Educational Psychological Service (NEPS)* for professional opinion.
- Department of Education & Skills states ratio is 6 pupils to 1 teacher.
- The class provides an educational programme suited to the needs of students whose cognitive ability lies within or above the Mild General Learning Disability Range.
- A child may be phased in gradually to the mainstream classes through a mutually agreed process between the school, the parents/guardians and relevant professionals working with the child.
- The school reserves the right to review the child's progress after each year to determine whether this is an appropriate school placement for the child.
- If the school cannot meet the required needs of a child or if a child does not meet the above criteria for placement in our school, the following actions take place:
 - The school will notify the Parents/Guardians in writing, of the decision and the requirements necessary for the school and the appropriate authorities to meet the specified needs of the child.
 - The school will notify The National Educational Welfare Board and the Special Education Needs Council - Department of Education, in writing, of the decision and the requirements necessary for the school to meet the specified needs of the child.
- Children are eligible to attend the ASD classes between the ages of four years and thirteen years only.
- The education provision being given to the children currently in the school will not be detrimentally affected by the level of specialised intervention required for the new child.

The maximum class size is six pupils. Each class has one full-time teacher and two SNAs. If class size is less than six pupils, SNAs are appointed on a pro-rata basis.

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. Pupils who previously attended the ASD Class in Scoil Chaoimhín Naofa, and following a period of integration in the mainstream class in Scoil Chaoimhín Naofa or other mainstream school have been reassessed and have a recommendation of enrolment in the ASD class.
2. Existing pupils in mainstream classes within the school – priority decided on a case by case basis by the Board of Management in line with advice from NEPS, NCSE and other relevant bodies.
3. Brothers and sisters of existing pupils in mainstream school – priority to oldest applicant
4. Children living within the parish of Glendalough – priority to oldest applicant
5. Children living within 30km of the area – priority to oldest applicant
6. Children living in County Wicklow – priority to oldest applicant

If spaces are still available, places will be allocated as per the waiting list, once the application has been reviewed by the Board of Management Enrolment Sub Committee.

Review

The Board of Management may offer a pupil a place in the ASD Classes on the condition that a review will take place at the end of each school year. This review will establish if the ASD Classes in Scoil Chaoimhín Naofa, Glendalough are in a position to meet the needs of the child. If the ASD Classes cannot meet specific needs an alternative educational placement will be required.

The First Year

In the child's first year in an ASD Class the following will take place:

- An assessment of the child's educational needs
- Development of an I.E.P. to address identified needs
- Assessment to determine whether or not the child's placement is appropriate

Taking into account the Department Education & Skills 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
- Equality of access and participation in the school
- Parent/guardian 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 BOM Enrolment Sub Committee 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 for the ASD Classes, the Board of Management reserves the right of admission.

Health Board Input

The school will continue to request the clinical services provided by the Health Service Executive. These services include Speech and Language therapy, Occupational therapy and Sensory activities.

22. Appendix 2: Special Needs Policy (Autism)

Aims

To communicate to all relevant parties the parameters within which the special needs programme is taught in this school.

To help the school avail fully of all the resources necessary to ensure that the children are allowed to reach their full potential.

Development Planning

To utilise the support team in partnership with parents/guardians to develop an 'Individual Educational Plan' for each child.

The Support Team Includes:

- (a) Class teachers
- (b) Special Needs Assistants

If possible and available to the school

- a) Occupational Therapists
- b) Speech and Language Therapists
- c) Psychologist
- d) Social worker/nurse

The support team may meet to review programmes, offer support and monitor progress.

Parent/Guardian Involvement:

- (c) Parents/guardians are encouraged to be involved in the drawing up of the I.E.P.'s
- (d) They are regularly informed of their child's progress and needs
- (e) The school communicates all relevant information about the school to them.
- (f) They assist in the supervision of certain activities- e.g. swimming
- (g) The school draws on parents'/guardians' experience to help the staff to work successfully with the children.

Model of Intervention/Teaching Methodologies

(With effect from September 2014)

The Model of Intervention is delivered using an eclectic combined skills approach.

Depending on the needs of the pupil it would involve the following core elements.

- TEACCH would also be introduced to the pupils as an integral part of the programme. In particular the visual timetable would be the main aspect of TEACCH that would be included in the pupil's daily schedule. This may be supplemented with other elements of this programme to promote pupil independence, if deemed appropriate.
 - The utilisation of the Picture Exchange Communication System (PECS) as an integral part of the pupil's communication system, if appropriate.
 - Access to Speech and Language Therapy (if deemed appropriate on the basis of relevant professional reports).
 - Access to Occupational Therapy (if deemed appropriate on the basis of the relevant professional reports)
 - Access to a full range of multi-sensory experiences.
 - Emphasis on the development of self – help skills to promote pupil independence.
 - A graduated model of integration with non-autistic peers to promote social and language development. If progress continues, then more extended periods of integration can be planned. In early stages, integration would be supervised by the Special Needs Assistant but directed by the class teacher.
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Record Keeping/Reporting

- Each child is psychologically assessed prior to enrolment and periodically thereafter. The reports are used to inform the staff of the children's needs.
- The child's progress is monitored on an ongoing basis. Goals are set and reports on progress are given at I.E.P. meetings.
- All reports/records are securely stored away in the school and are only seen on a need to know basis.

Evaluation

- The school based staff and the Principal meet once a term to evaluate the workings of the ASD classes.
- The staff working in the ASD classes meet regularly to review the programme.
- Parents/guardians and or other relevant parties may be consulted and may inform some decisions for the ASD classes.
- New/updated research and studies may also influence changes in policy.

Classes for Children on the Autism Spectrum

Points of Information

- The children are included in mainstream classes and activities where appropriate and practicable and depending on the child's needs and abilities. Children from mainstream classes also participate in activities in the ASD Classes as appropriate.
- The current minimum ratio is one Teacher and two Special Needs Assistants to six children.
- The children socialise with children in the school at break times. Relevant supports may be put in place where necessary.
- An integral part of the curriculum is teaching life skills e.g. – personal hygiene, eating, turn taking, shopping etc.
- The children have access to regular physical exercise.
- The children engage in regular activities to promote sensory awareness.
- The school can only provide basic first aid.

Transition Policy

Transition from a Pre-school

Transition from a pre-school to the ASD Primary Classes can occur on foot of a transitional assessment carried out by a clinical psychologist or clinical psychiatrist or a NEPS psychologist. This assessment will state that an ASD Primary Class is the appropriate setting for the child. This will usually happen at the beginning of the school year.

Transition from the Unit to a Mainstream Class within Scoil Chaoimhín Naofa

Transition from an ASD Class to a mainstream class, within Scoil Chaoimhín Naofa mainstream school, may happen before the child has completed the 8 year cycle. This may happen when the school authorities assess that the child's educational needs can be met adequately in a mainstream setting.

The school Principal allocates a class to each pupil which will best meet the child's educational needs. This decision regarding placement is made in consultation with the educational staff and will consider the reports/assessments of other outside agencies.

It is school policy to facilitate the transition of pupils from ASD Classes to appropriate Secondary education. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year up to June 30th.

Discharge from an ASD class may be recommended at any time:

- if the admissions team, after consultation with the relevant professionals, parents/guardians, feel that placement is not appropriate.
 - if a pupil is fully integrated into the mainstream school.
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Glendalough Parish

Archdiocese of Dublin

