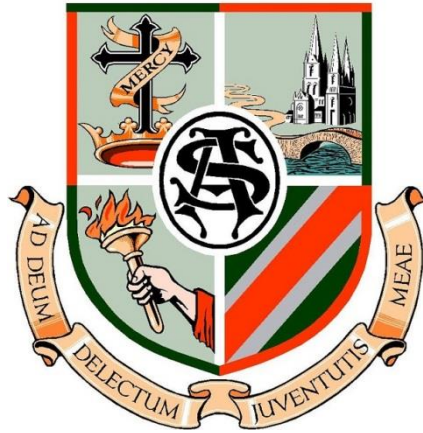


# St. Aloysius Secondary School



A.S.D. Class

## ADMISSION POLICY

Drafted: October 2017	Discussed at BOM: 27 <sup>th</sup> October 2017	Review: May 2018
Persons involved: Ms. R. Long, Principal Ms. H. Lynch SEN Coordinator Ms. Orla Healy SENO	Ratification by BOM: 8 <sup>th</sup> November 2017	

# **St Aloysius Secondary School Enrolment Policy for ASD Programme**

## **1.0 ASD Programme Mission Statement**

The development of an Autistic Spectrum Disorder (ASD) programme in St Aloysius Secondary School is based on the philosophy of educational inclusion such that students with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual student. The ASD programme in St Aloysius Secondary School will develop the students' life skills and prepare them for life after school in an ever evolving model of best practice.

## **2.0 St Aloysius Secondary School's ASD Programme:**

- 2.1 Will enrol pupils whose educational needs can be met by the available model of service.
- 2.2 Will give priority in the enrolment policy to students who are already enrolled in St Aloysius Secondary School.
- 2.3 Will (after number 2 above) give priority to applications for enrolment into 1st year of the programme.
- 2.4 Stipulates that a student may not apply for a place in both the mainstream school and St Aloysius Secondary School ASD Programme. An application to the St Aloysius Secondary School ASD Programme carries with it an acknowledgement that said student requires support that can only be provided by participation in our ASD programme.
- 2.5 Can enrol a maximum of 6 students within the ASD Programme from first to sixth year inclusively. Under Department of Education and Skills guidelines the

maximum number of students enrolled in the ASD special class of the St Aloysius Secondary School ASD Programme is 6 students.

- 2.6 In cases where the attendance of a student enrolled in the ASD programme is of a nature that causes the ASD programme Staff and School Management to be significantly concerned about her commitment and engagement to the programme, the impact on the attendance/non-attendance on the progress of the other students enrolled on the programme, and the possibility that a place is being denied to a more suitable applicant, the case for the students removal from the programme will be referred to the Board of Management after consultation with the parents/guardians.

### **3.0 Enrolment Procedures:**

- 3.1 St Aloysius Secondary School current Admission Policy.
- 3.2 St Aloysius Secondary School requires that all applications are accompanied by documentary evidence that proves conclusively establishes that the applicant has been diagnosed with an Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multi-disciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. We require that parents/guardians of applicant pupils provide the school with a full, written original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.
- 3.3 In order to best support students and without affecting their eligibility for a place in the St Aloysius Secondary School ASD Programme we require that we are made aware of:
- i. Any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
  - ii. Any medications that the applicant pupils may be in receipt of either at home or in the course of the school day.

- iii. In order to determine our School's suitability for a student we require that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school and parents/guardians.
  - iv. School Transition Report: but it is especially important for applicant students whose most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. are more than three years old by the September of the enrolling year in question.
  - v. School Transition Report and most recent psychological/cognitive/multi-disciplinary etc. assessment must recommend placement in an ASD special class in a mainstream post-primary setting. The St Aloysius Secondary School ASD programme is not designed to meet the educational needs of students with a recommendation for a special school placement. Students with a recommendation for an ASD class will be given priority over students with a joint recommendation for an ASD class and/or a Special School.
- 3.2 Where a School Transition Report is not available the student's current school will be asked to complete a School Transition Report. Applications without a "Statement of Need" or school completed School Transition Report where needed may be affected by their absence.
- 3.3 In September of the year prior to potential entry into the St Aloysius Secondary School ASD Programme staff will contact both the parents/guardians of the applicant student and subsequently their school to arrange a school visit. Parents/guardians will be made fully aware of the date, time and nature of this visit.
- 3.4 In order to determine the School's suitability for a student we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated in interviewing the Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil's education to that point. Consultation with the SENO will also be part of this process.

- 3.5 To determine the School's suitability for a student we require that the parents/guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate a selected member/members of the ASD team in conducting as many observations as appropriate of the pupil in her current educational placement.
- 3.6 In order to determine the School's suitability for a student we require that the feeder school, with parental permission, supply the St Aloysius Secondary School ASD Programme staff with copies of the applicant students' work, their up to date attainments and their most recent IEP.
- 3.7 Parents/guardians of applicant students will be informed of the outcome of their application within ten working days of relevant steering committee meeting, who review each application to ensure adherence to this policy.
- 3.8 Parents/guardians of students offered a place in the St Aloysius Secondary School ASD Programme must inform St Aloysius Secondary School of their decision to accept or turn down a place in the St Aloysius Secondary School ASD Programme within ten working days of the offer letter date.
- 3.9 Once a student has been offered a place on the programme she will be invited to participate in a transition programme the following May in St Aloysius Secondary School. We regard students' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Programme staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

#### **4.0 Enrolment of First Years into the ASD Programme**

- 4.1 Only applications from 6th Class Primary School will be considered.
- 4.2 All applications must be received by St Aloysius Secondary School on or before the closing date as per that year's admission notice of the preceding year for which the application is being made. The Admission Notice can be found on the enrolments section of the school website.
- 4.3 Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-IV, DSM-V/ICD 10) and supporting original documentation in order to be considered for enrolment in the St Aloysius Secondary School ASD Programme. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places. Students must also have a written recommendation for placement in an ASD special class in a mainstream secondary school setting.
- 4.4 Students who apply must have learning needs of not less than mild general learning disability in order to be considered for enrolment in the St Aloysius Secondary School ASD Programme and will be enrolled subject to the suitability of the St Aloysius Secondary School ASD Programme to meet their needs.
- 4.5 Students who apply must in the judgement of the St Aloysius Secondary School Steering Committee have an ability to meaningfully participate in mainstream classes in order to be considered for enrolment in the St Aloysius Secondary School ASD Programme.
- 4.6 Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the St Aloysius Secondary School ASD Programme.
- 4.7 Priority will be given to those students who are in the judgement of the St Aloysius Secondary School ASD Programme Steering Committee most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the St Aloysius Secondary School ASD Programme.

- 4.8 Where the number of students meeting the above criteria to an equal degree exceeds the number of places available priority will be given in accordance with the criteria of mainstream enrolment policy:
1. Applicants with siblings already in the school.
  2. Applicants attending the feeder schools listed below.
- 4.9 The Principal of St Aloysius Secondary School and the ASD Programme teaching staff will carry out the enrolment procedures as set out in the criteria for mainstream selection.
- 4.10 Following the finalisation of these procedures the applicants(s) will be brought to the steering committee for the selection of those students who will be offered places in the St Aloysius Secondary School ASD Programme.
- 4.11 In making its decision, the steering committee will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.
- 4.12 All applications, offers of enrolment and continuing enrolment are subject to signing of, adherence to and ability to adhere to the school's Code of Behaviour.
- 4.13 The steering committee and Board of Management of St Aloysius Secondary School respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the St Aloysius Secondary School ASD Programme.
- 4.14 If the number of the children on the list of applicants exceeds the number of places available the following ranked criteria will apply
1. Applicants with siblings already in the school.
  2. Applicants attending the feeder schools listed below

## **5.0 Feeder Primary Schools**

1. St. Marie's of the Isle, Bishop Street, Cork.
2. Greenmount National School, Greenmount, Cork.
3. Glasheen Girls National School, Glasheen Road, Cork.
4. Togher Girls National School, Togher, Cork.

In the event of a place being available after consideration to applications from the above feeder schools, the Board of Management may consider applications from other primary schools.

## **6.0 On-going review of students in the ASD Programme**

- 6.1 As learning needs may change over time, a student's enrolment in the St Aloysius Secondary School ASD programme will be kept under continual review by the school. This review will be on an ongoing basis (but at a minimum, a review will take place once a year) and will include a careful examination of the student's progress in achieving her learning targets.
- 6.2 This review process will consider the student's progress and the St Aloysius Secondary School ASD Programme's ability to meet her needs and deliver the most beneficial educational programme.
- 6.3 The review will include regular assessing of:
  - The academic, social and behavioural benefits of the student being enrolled in the St Aloysius Secondary School ASD Programme.
  - The level and quality of mainstream participation.
  - Students' progression through IEPs.
- 6.4 The review will include the student's views and those of parents, teachers and other relevant professionals. The review will look at the suitability of the special class placement and whether the student's needs might be best addressed in a mainstream setting or whether a more supported setting is required (e.g. special school setting).



- 6.5 In cases where it is our professional opinion that a student is not benefitting from her place in the St Aloysius Secondary School ASD Programme this will be discussed with parents and referred to the Board of Management to assess suitability for continuance on the programme. It will also be referred to the relevant ASD service for review.
- 6.6 Following a decision that the special class is no longer the most appropriate placement, a student may move to:
- a mainstream class in the same school or
  - a mainstream class in a school more local to the student's home or
  - a different category of special class or
  - a special school
- 6.7 Where the change involves a move to a different school, parents should apply to enrol their child in the new school and the student should remain in the existing special class until the new placement is organised. St Aloysius Secondary School will help support the student's transition to a more suitable placement e.g. mainstream or special school.
- 6.8 The school should also notify the SENO when a student has left a special class, either to return to mainstream or enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.
- 6.9 The rules for the maximum period that a student can be educated in a special class are generally the same as those for mainstream primary and post-primary classes.
- 6.10 Relevant parents are informed by the SENO and school of the location of special classes that have places available. Parents should also be informed that enrolment of their child will be subject to the particular school's enrolment policies.

## **7.0 Referrals to Board of Management**

7.1 Applications in the following instances will be referred to the Board of Management for decision:

- Late Applications
- Refused a place in first year in another post primary school
- Matters relating to adequacy of the professional services to meet the needs of particular applicants.

## **8.0 Appeal**

8.1 Decisions of the steering committee may be appealed to the Board of Management.

8.2 Decisions of the Board of Management may be appealed to the Department of Education and Skills.

## **9.0 Procedures**

In addition to fulfilment of the Enrolment Procedures in section 3 herein, enrolments will only be finalised and confirmed following:

9.2 Submission of a completed application form by requested date.

9.3 Attendance at an enrolment interview as notified.

9.4 Consent to educational records being made available by previous schools and to professional assessment being undertaken and reports provided if requested.

9.5 Attendance at enrolment assessment tests as required.

9.6 All applicants must supply the following enrolment requirements:

- Signed copy of Code of Behaviour and Discipline
- Birth Certificate
- File photographs
- Completion of school transport application where applicable

9.7 Additionally, for enrolment in years other than first year

- Two most recent term (or similar) reports
- Reasons for seeking transfer

- Report from Principal of the last school/centre attended, giving reasons for leaving that school/centre.
- Completion of notification of enrolment form for submission to SENO
- Completion of school transport application where applicable

## **10.0 Exceptional Cases**

10.1 The Board of Management of St Aloysius Secondary School reserves the right to refuse enrolment, to rescind an offer of enrolment or current enrolment to any student, in exceptional cases. Such an exceptional case could arise where either:

- The child 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 student with an appropriate education, or
- In the opinion of the Board of Management, the student poses an unacceptable risk to herself, to other students, to school staff or to school property.

Ratified by the Board of Management on: \_\_\_\_\_

Signature Chairperson, Board of Management: \_\_\_\_\_

Signature Secretary, Board of Management: \_\_\_\_\_

### Appendix 1

#### Steering Committee

The committee shall be comprised of:

1. Chairperson of the Board of Management: Mr. Seán Ó Broin.
2. Board of Management Trustee Nominee: Mr. Mike Ó Floinn
3. Principal: Ms Richel Long
4. Special Educational Needs Coordinator: Ms Helen Lynch
5. Special Education Needs Organiser: Ms Orla Healy

