



Admission Policy for a special class placement for Students on the Autism Spectrum

St. Mary's CBS The Green

School Address: Dan Spring Road, Tralee, Co. Kerry

Roll number: 61440W

School Patron: The Edmund Rice Schools Trust.



'An Edmund Rice School'

CBS The Green is committed to striving for excellence in all its endeavours as a school community.

CBS The Green will:

- Comply with the provision of the Education Act 1988 and the Education Welfare Act 2000 and all relevant regulations.
- Co-operate with all relevant agencies in the implementation of the above.
- Give priority, where necessary, in the order of offering places at enrolment to young people living locally.
- Enrol pupils whose educational needs can be met by the available professional service.

1. Enrolment of First Years into the Special Class for students on the Autism Spectrum

- **Applications will be available to 6th Class Primary School Pupils from the 1st of October in the year prior to the pupil starting at CBS The Green.** Applicants may be from the locality or elsewhere. Applications **with all the relevant documentation required** (see page 7) by the closing date (to be set each academic year) will be considered for places as follows:
 - **Applicants who have a sibling enrolled in our school.**
 - **Students who are enrolled in C.B.S. Clonalour.**
 - **Applicants whose parent is a current staff member at CBS The Green.**
- Should there be more applicants than places for each category, the decision will be based on birthdate, with the eldest taking priority.
- **The maximum number enrolled in the programme will not exceed 6 for our Autism class in the academic year 2023/24.**

2. Enrolment procedures

2.1. We require that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with Autism/ Asperger's syndrome or Pervasive Developmental Disorder by an approved specialist/team of specialists in the fields of educational psychology / clinical psychological /child psychiatry/paediatrics. We request that parents/guardians of applicants provide the school with the relevant documentation.

Documentation required includes a diagnostic report of Autism using the criteria of the DSMIV or the ICDM-10, as well as an up-to-date (within two years) letter of recommendation for Special Class Placement at second level. Applications should be addressed to Mr Robert Flaherty, Principal of CBS The Green.

- 2.2. Furthermore, we require that we are made aware of any medications the pupil may receive either at home or during the school day and any additional medical conditions and/or dietary restrictions/requirements that the pupil may have.
- 2.3. We require that the Principal and a selected member/members of the SEN team are facilitated in consulting the Principal of the primary school and any other school personnel (such as teachers and Special Needs Assistants) who are deemed to have played a significant role in the pupils current educational placement.
- 2.4. We require that the Principal and selected member/members of the SEN team are facilitated to conduct as many observations as appropriate of the pupil in their current educational placement.
- 2.5. **We reserve the right to refuse admission to a pupil should our programme/facilities not meet the educational needs of the pupil.**
- 2.6. Once a pupil has been offered a place, they will be invited to participate in a transition programme to the school. Pupils' participation in the transition programme is compulsory to ensure their smooth transition to their new environment, as well as in facilitating SEN staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

The transition programme will involve the following:

- Occasional visits by a member/members of the SEN staff to the pupil in their general classroom in their current primary school / special school/centre over the course of his remaining academic year.
- A number of arranged visits of the enrolled pupil to CBS The Green.
- A transfer to secondary school booklet to be completed by parents and Primary School staff.

3. Procedures if, following enrolment, the pupil is found not to be benefiting from their participation in the Special Class placement

We draw close attention to Section 3 of the Education for Persons with Special Educational Needs Act (2004), which states that it is the responsibility of the school principal, in consultation with Parents/ Guardians, to recommend additional assessments of a child to be carried out when he “is of the opinion that the student concerned is not benefiting from the education programme provided” due to a difficulty “that may arise from him having special educational needs”. In keeping with this statement, we reserve the right to request additional professional psychological/psychiatric/medical assessment if, at any time following enrolment, it is our professional opinion that a pupil with Autism is encountering serious difficulties which, we believe, cannot be adequately explained by autistic “Triad of Impairment” as outlined. As further stipulated in Section 3 of the Education for Persons with Special Educational Needs Act (2004), we expect such an assessment to commence “not later than one month after the Principal has reached this decision and be finally completed in no later than three months”. In cases (following further assessment) where it is the professional opinion that the pupil poses a serious health and safety risk to themselves and to other pupils or staff in the school, the case will be reviewed by the Board of Management to assess suitability for continuance on the programme.

4. Late applications in the following instances will be referred to the Board of Management for decision.

5. Procedures

Enrolments will only be finalised following the completion of the following enrolment procedures.

- 5.1 Submission of a completed transfer application Form and an enrolment application form for a Special Class Placement for students on the Autism Spectrum with relevant documentary evidence.
- 2.Consent to educational records being made available by previous schools and to professional assessments being undertaken and reports provided if requested.
3. Attendance at enrolment assessment test as required.
4. All applications must supply the following enrolment requirements:
 - Signed copy of Code of Behaviour.

- Birth Certificate
- File Photograph.

6. Establishment of the ASD Class Enrolment Steering Committee

- The Board of Management takes ultimate responsibility for enrolling pupils with ASD in the school.
- The Board of Management may establish the ASD Support Class Enrolment Steering Committee to consider all applications made. The committee may comprise the Principal and/or Deputy Principal, the SEN co-ordinator and a member of the school's ASD class team.
- The committee's role is to advise the Board on matters relating to admissions to the ASD class.
- Where a student leaves the ASD support class for whatever reason, the ASD enrolment committee will make a recommendation to the Board on how that place is to be filled (if appropriate).
- The principal is responsible for implementing these guidelines under the direction of the Board of Management.

Attendance

- In cases where the attendance of the pupil enrolled in the ASD support class is of a nature that causes the ASD staff and school management to be significantly concerned about their commitment and engagement to the ASD class, the case for the pupil's removal from the class will be addressed with the parent(s)/guardian(s) in the first instance and will be referred to the Board of Management.



Appendix 1

List of Feeder Schools

1. CBS Primary Clounalour
2. Abbeydorney N.S.
3. Ardfert N.S.
4. Auhacasla N.S.

5. Balloonagh Primary School
6. Ballyduff N.S.
7. Blennerville N.S.
8. Bouleenshere N.S.

9. Caherleaheen N.S.
10. Castlegregory N.S
11. Clogher N.S.
12. Derryquay N.S
13. Fenit N.S.
14. Flemby N.S.
15. Glenderry N.S.

16. Holy Family Primary School
17. Kilflynn N.S.
18. Killahan N.S.

19. Kilmoyley N.S
20. Listellick N.S
21. Lixnaw N.S.
22. Moyderwell Primary School
23. Nohoval N.S.
24. O'Brennan N.S.
25. Scoil Mhic Easmain
26. Spa N.S.
27. St. John's Ashe St.



**Application to Enrol in a
classroom for students on the
Autism Spectrum at
St. Mary's CBS The Green**

Having read the ASD Enrolment Policy and the criteria for admission to the ASD class outlined in the Admission's Policy above, I wish to confirm that I would like to make an application for my son to enrol in the ASD Class as follows:

I/We (*delete as appropriate*) wish to make an application to enrol

(*name of student*) _____

in the ASD class in St. Mary's CBS The Green for the academic year 2023/2024.

I/we (*delete as appropriate*) understand that a general application form for enrolment must also be completed and submitted with this application. I/we (*delete as appropriate*) also understand that all necessary and supporting documentation must be submitted to the school as part of the application process for the ASD class.

Signed:

(Parent/Guardian Signature)

(Printed Name of Parent/Guardian)

Date: _____



7. Sequence

All procedures at eight above must be completed before an application is referred to the Board of Management.

Ratified by the Board of Management on: _____

Signature of the Chairperson, Board of Management:

Signature of the Secretary, Board of Management:

