

ST KILIAN'S SENIOR SCHOOL

ENROLMENT POLICY

INTRODUCTION:

St. Kilian's SNS is a Catholic Primary School under the patronage of the Catholic Archdiocese of Dublin. We cater for the educational needs of children in 3rd to 6th classes in the Parish of Castlevew/Kilnamanagh.

MISSION:

Our ethos of caring tolerant Catholic Christian School reflects the culture of the community from which St. Kilian's SNS evolved.

RATIONALE:

The Education Act, 1998 Part IV Section 15(d), requires the Board of St. Kilian's Senior School to draw up a policy,

"concerning admission to any participation in the school, including the policy of the school relation to the expulsion and suspension of students and admission to and participation by students with disabilities or who have other special educational needs, and ensure that as regards that policy principles of equality, and the right of parents to send their children to a school of the parent's choice are respected and such directions as may be made from time to time by the Minister, having regard to the characteristic spirit of the school, and the constitutional rights of all persons concerned, are complied with".

The Education Act, 1998 Part IV Section 15(g) requires this school to make reasonable provision for students with a disability or other special educational need:-

"To make reasonable provision and accommodation for students with a disability or other special educational needs, including, where necessary, alteration of buildings and provision of appropriate equipment".

SECTION A:

- 1) Applications for enrolment are invited in the January preceding the beginning of the school year. Notification of the two week period during which applications will be accepted will be advertised on our school website and copies of application forms will be made available to pupils in St. Kilian's SNS.
- 2) Fully completed application forms must be accompanied by copies of Birth Certificate, Proof of address and copies of Baptismal Certificates, certificate of exemption from Irish and all professional reports (if applicable). Professional reports include educational psychological assessment, medical report, speech and language, occupational therapy etc.
- 3) Incomplete applications will not be accepted under any circumstances. Applications received after the closing date will be placed on a waiting list and will be processed in order of the date received.
- 4) It is the responsibility of parents/guardians to ensure that all relevant information has been supplied with application. Failure to do so or the withholding of information may invalidate application and offer of places at a later date.

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- 5) Parents of pupils who require the support of a special needs assistant and/or low incidence teaching hours must co-operate with the Principal to apply to the NCSE for extra resources. The principal will meet with such prospective parents prior to enrolment to discuss their needs. In some cases it is not in the best interests of S.E.N children to attend this school and when appropriate this will be communicated to parents/guardians.
- 6) Offers of places will be made within 3 weeks of the closing date for receipt of applications.
- 7) Places will be allocated as follows:
 1. Places will be offered to Catholic children of the original parish of Castlevew.
 2. Places will be offered to Catholic children of the parish of Castlevew/Kilnamanagh.
 3. Places will be offered to full siblings of children currently enrolled in St.Kilian's Senior or Junior school who do not reside in the parish of Castlevew/Kilnamanagh.
 4. Places will be offered to other Catholic children.
 5. Places will be offered to children, not withstanding their creed or belief.

In the event that there are more applicants within any category than there are available places, priority will be given to children within the particular category in order of age, starting with the eldest. Unsuccessful applicants will be placed on a priority waiting list. Classes in St. Kilian's Senior School are deemed to be full when there are 30 children in the class group and/or the cumulative needs of the individual pupils in the class group can be accommodated.

- 8) A child removed from the Register of St. Kilian's senior school, shall at any time after they were removed, and at the request of their parents/guardians, be re-enrolled in the school subject to there being a place available.
- 9) Pupils may be enrolled in all mainstream classes at any time subject to the school's enrolment policy and available space. A list of children awaiting enrolment will be kept on file for 12 months from receipt.
- 10) Parents must indicate their acceptance of an offer of placement in St. Kilian's School within 2 weeks of such offer being made, by signing and returning all policies requested by the principal. Any offer of enrolment not fully accepted by the indicated date will be automatically offered to the next applicant on the priority waiting list and/or waiting list, as appropriate.
- 11) A special class for pupils on the ASD spectrum was established in 2016, funded and resourced by the Department of Education and Skills.
- 12) Applications for enrolment in our ASD special class should initially be made in the normal manner.
- 13) Applications for our ASD class must be accompanied by a multi-disciplinary report with a diagnosis of a qualifying Autistic Spectrum Disorder (DSM IV) and with a recommendation to attend an ASD unit attached to a mainstream school. This diagnosis must be made using a professionally recognised clinical and psychological assessment procedure. If the child also presents with a general learning disability, it must fall within the mild range (This diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)

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- 14) A recent recommendation (within 2 years of the proposed admission date) must be provided by the above professional indicating that a placement in an ASD class in a mainstream school is warranted. A needs analysis/recommendation in respect of the child will also be required in order to provide the best education possible for the pupil.
- 15) Each application to the ASD class will be considered by the admissions team. The team will include the principal, a member of the SEN teaching team and the ASD class teacher. The admissions team may be advised by the NEPS psychologist. The admissions team may seek to observe the applicant child in their current educational setting.
- 16) A recommendation will be made by the admissions team in relation to each application for the ASD class to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.
- 17) The maximum ASD class size is 3 pupils until 2018 and 6 pupils thereafter, with no more than 2 pupils in any one year group.
- 18) If the number of approved applicants to enrol in the ASD class exceeds the number of places available, the criteria as per all other enrolments will apply, as at number 7. Unsuccessful applications will be kept on the ASD waiting list for a period of 12 months from receipt of application.
- 19) Offers of placements in the ASD class will be made within 6 weeks of the deadline for receipt of applications and must be accepted in the normal manner as at number 10.
 - The first year will be used to :
 - Assess child's educational needs
 - Develop a IEP to address identified needs.
 - Assess whether the child's placement is appropriate.
 - Initial enrolment will be staggered, gradually building to a full school day.
 - Essential services are to be provided by the HSE. These services include speech & language therapy, occupational therapy and sensory activities.
 - July provision will not be offered or met by St. Kilian's SNS.
 - It is school policy to facilitate the discharge of pupils from the ASD class once they have reached the age of 12. Pupils who reach the age of 12 after Sept 30th in any year will be permitted to complete that academic year. Discharge may also be recommended after the first year if the admissions team deems that the placement is not appropriate. Discharge from the class may also happen if a pupil is fully integrated into a mainstream class.

SECTION B:

Taking into account the Department of Education's regulations and programmes, the rights of the patron as set out in the education act and the resources available, St. Kilian's SNS supports the principle of:

- inclusiveness
- equality of access & participation
- parental choice in relation to enrolment
- respect for the diversity of values, beliefs, traditions, languages and culture

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family/social circumstances provided they fulfil the enrolment criteria and follow the enrolment procedure. Fulfilling enrolment criteria does not necessarily ensure enrolment if:

- necessary resources pertaining to the enrolment and the health and safety of the child are not available
- sufficient classroom space is not available

The pupil has special needs such that, even with additional resources available from DES, the school cannot meet such needs and/or provide the pupil with an appropriate education.

- In the opinion of the Board of Management the pupil poses an unacceptable risk to the other pupils, school staff and or school property.

In accordance with section 28 and 29 of the Education Act 1998, parents of applicants who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently, if necessary, to the Department of Education and Skills.

The Board of Managements decision in relation to the admission/enrolment policy is final and subject only to the right of appeal under section 29 of the Education Act 1998.

This policy was reviewed and updated by the Board of Management in Jan 2016

This policy is effective from Jan 2016.