

Admission Policy of St. Mary's Junior Boys' National school

School Address: St. Flannan St., Nenagh, Co. Tipperary.

School Website: stmarysjuniorboysnenagh.com

Roll number: 16344 V

School Patron: Bishop Fintan Monahan

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 of children attending the school.

The policy was approved by the school patron on 1st June 2020. 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 St. Mary's Junior Boys N.S. admission process are set out in the school's annual admission notice which is 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

St. Mary's Junior Boys N.S. is a Catholic all boys primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of **St. Mary's Junior Boys' N.S.** 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.

The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down, from time to time, by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the Department of Education and Skills which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need.
- equality of access and participation in the school.
- parental choice in relation to enrolment; and
- respect for diversity of values, beliefs, traditions, languages, and ways of life in society.

3. Admission Statement

St. Mary's Junior Boys N.S. 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
- (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.

Single gender schools

St. Mary's Junior Boys N.S. is an **all-boys** school and does not discriminate where it refuses to admit a girl applying for admission to this school.

All denominational schools

St. Mary's Junior Boys N.S. is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

Schools with special education class(es)

St. Mary's Junior Boys N.S. is a school which has established a class, with the approval of the Minister for Education and Skills, which provides 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 school/special class

St. Mary's junior boys N.S. operates an Early intervention ASD class for children (boys and girls) aged 3 to 6 years. These classes are known as Sonas A and Sonas B. We also operate a special Speech and Language Class for boys and girls.
See Appendices for admissions procedures to our special classes.

Commented [A1]: You cannot have a separate policy for a special class.

(a) In the case of a mainstream school with a SEN class attached

St. Mary's Junior Boys N.S. with the approval of the Minister for Education and Skills, has established a class to provide a pre-school education exclusively for students with A.S.D. St. Mary's Junior Boys N.S. with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Speech and language difficulties.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) The child has not reached the age of 4 years or upwards by the 31st of August of the year he/she will commence school.
- b) the school is oversubscribed (please see [section 6](#) below for further details)
- c) a parent 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.

A school that admits students of one gender only

St. Mary's Junior Boys N.S. provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school. Boys and/or girls may be admitted to the ASD early intervention class. Boys and/or girls may be admitted to the Special Speech and Language class.

All denominational schools

St. Mary's Junior Boys N.S. is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

School with special education class(es)

The special class attached to St. Mary's Junior Boys N.S. provides an education exclusively for students with ASD or Diagnosed Speech & Language difficulties and the school may

refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria 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:

Selection Criteria

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Random selection (independently verified by Principal and Chairperson of P.A.).*

Commented [A2]: You must say who will be present and it cannot be a board member with the exception of the principal.

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:

Priority to eldest in accordance with the above criteria – or as determined by BoM

7. What will not be considered or taken into account

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 speech and language class,*
 - (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;
(other than in relation to a fee charging school or a plc or further education and training course run by a school in respect of those courses)
- (c) a student's academic ability, skills or aptitude;

(other than in relation to:

- admission to (a) a special school or (b) 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 and/or
- admission to an Irish language school, in accordance with the provisions of section 62(9) of the act

(d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

(e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;

(f) 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 **St. Mary's Junior Boys N.S.** 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

(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 **St. Mary's Junior Boys N.S.**, 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 **St. Mary's Junior Boys N.S.** 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 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).

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 **St. Mary's Junior Boys N.S.** 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 **St. Mary's Junior Boys N.S.** 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:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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:

*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 **St. Mary's Junior Boys N.S.** 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 **St. Mary's Junior Boys N.S.** 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.*

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to **30th September**.

Commented [A3]: This is the last date that a child can commence in junior infants.

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

The board of **St. Mary's Junior Boys N.S.** 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

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parents/guardians of 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 parents/guardians of 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 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)

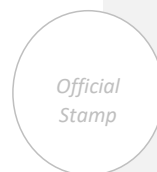
Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

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.

<i>The policy was ratified by the Board of Management of St. Mary's Junior Boys N.S. on:</i>	21/05/2020
<i>Signed by Chairperson of Board of Management.</i>	
<i>School Stamp:</i>	

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Appendix (1)

St.Mary's Junior Boys' N.S. St. Flannan's St, Nenagh

Enrolment Application Form 2020/2021

Pupil's First Name;	
Surname;	
Date of Birth;	
Gender;	
Address, at which applicant usually resides;	
Name and class of siblings currently enrolled;	
Parish in which applicant resides;	
Parent/Guardian details 1	
Name	
Please state;	Parent / Custodian / Legal Guardian
Address	
Telephone Mobile	
Email	
Parent/Guardian details 2	
Name	
Please state;	Parent / Custodian / Legal Guardian
Address	
Telephone Mobile	
Email	
Signature	
Signature	
Date	

Completed enrolment applications must be returned to **School Name and Address** no later than **closing time** on **closing date**.

Appendix (2)

Enrolment Registration Form (POD)

This form should be used to obtain

- SEN information
- Emergency contact details
- Medical details
- Birth/Baptismal Certificates
- Guardianship/custody/access arrangements (please refer to the guardianship information sheet that can be found in the resources section of www.stsenansed.ie).
- Other information sought by the school

Pupil Information Required for Department of Education and Skills Primary Online Database

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, and whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background. **In order to assist with the gathering of data please complete this form in CAPITAL LETTERS and return to the school.** The second page of this form will be retained by the primary school.

Teacher/Class Name _____

Current Standard

Junior Infants ☐ Senior Infants ☐ First Class ☐
Second Class ☐ Third Class ☐ Fourth Class ☐
Fifth Class ☐ Sixth Class ☐ Special Class ☐

Pupil Forename: _____

Pupil Surname: _____

PPSN of Pupil _____

Mother's Birth Surname _____

Pupil's Date of Birth _____

Pupil's Gender: Male ☐ Female ☐

Birth Cert Forename (if different from name above) _____

Birth Cert Surname (if different from name above) _____

Pupil Address _____

Eircode

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County _____

(See <https://finder.eircode.ie/> for Eircode)

Nationality _____

(In the case of dual citizenship, please specify both nationalities)

Is one of the pupil's mother tongues (i.e. language spoken at home) Irish or English?

Yes ☐ No ☐

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are special category data under the General Data Protection Regulation (GDPR). These questions are optional. While these questions are optional, the information would be very useful to the Department for statistical and research purposes. Aggregated information on Ethnic/Cultural background will be used to track the progress of these groups, and to compare their progress with other groups, thereby identifying gaps in the system and assisting in the development and implementation of appropriate policies and interventions. Aggregated information on religion will be used for statistical purposes only. Parents/guardians are asked, if they wish to do so, to identify their children's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. This page of the form will be retained by your primary school.

To which ethnic or cultural background group does your child belong (please tick one)?

(Categories based on the Census of Population)

White Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Roma	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>			Black or Black Irish - African	<input type="checkbox"/>
Black or Black Irish - Any other Black	<input type="checkbox"/>			Asian or Asian Irish – Chinese	<input type="checkbox"/>
Background Asian or Asian Irish - Any other	<input type="checkbox"/>			Other (inc. mixed background)	<input type="checkbox"/>
Asian background No consent					

What is your child's religion?

Roman Catholic	<input type="checkbox"/>	Church of Ireland (Anglican)	<input type="checkbox"/>	Presbyterian	<input type="checkbox"/>
Methodist, Wesleyan	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Muslim (Islamic)	<input type="checkbox"/>
Orthodox (Greek, Coptic, Russian)	<input type="checkbox"/>	Apostolic or Pentecostal	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Jehovah's Witness	<input type="checkbox"/>	Lutheran	<input type="checkbox"/>
Atheist	<input type="checkbox"/>	Baptist	<input type="checkbox"/>	Agnostic	<input type="checkbox"/>
Christian Religion (not further defined)	<input type="checkbox"/>		<input type="checkbox"/>	Evangelical	<input type="checkbox"/>
Other Religions	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	No Consent	<input type="checkbox"/>

I consent for the special category in the two questions above to be stored on the Primary Online Database (POD)

*and transferred to the Department of Education and Skills
<https://www.education.ie/en/Publications/Statistics/Primary-Online-Database-POD/> and any other
primary schools my child may transfer to during the course of their time in primary school.*

Signed: _____

Parent/Guardian

Date: _____

Please complete this form and return to your primary school. For further information on POD please go to the Department of Education and Skills' website www.education.ie

Appendix 3 – Admission procedures to Sonas ASD early Intervention Class.

About Sonas Pre-school

Sonas Pre-school was established in 2013 under the auspices of the Department of Education and Skills and St. Mary's Junior Boys' NS. The Pre-school offers a specialised educational service to pre-school children who have been fully diagnosed with an Autistic Spectrum Disorder (ASD). In September 2014, a second class was opened. Both classes operate a maximum size of 6 pupils, 1 teacher and a minimum of 2 SNA's. Sonas Pre-school is managed by the Board of Management of St. Mary's Junior Boys' School. However, Sonas Pre-school and St. Mary's Junior Boys are considered separate entities for the purpose of enrolment/admission.

Aims and General Information

We in Sonas Pre-school want to give the highest quality of pre-school education to our children. We want the individual to grow to his/her full potential. Our aim is that this education will prepare each child for continued and appropriate schooling to the best of his/her ability. We recognise and value the role of parents as the primary educator of their children; together we can provide the skills for a loving approach to learning. In Sonas, a variety of teaching approaches are used including the TEACCH method, keeping in mind the individual needs of each pupil.

The aim of the preschool is to provide a caring learning environment which facilitates the nurturing of each pupil's full potential. The achievement of this aim informs all of the planning processes and activities which occur in our school. The Principal, Teachers, Support Staff and Parents are partners in their children's education with co-operation and communication between home and school being vital ingredients in the educational process. We share the same purpose, the care and well being of the children in our care. Each child's placement in the unit will be reviewed after one year following input from the multi-disciplinary team. Sonas Pre-school endorses the principle that a child be in a setting appropriate to their needs.

The pre-school is funded and resourced by the Department of Education and Skills. The school policy has regard to the funding, resources, services and space available.

All children must fulfil the enrolment criteria.

Enrolment procedure

The process of enrolment begins with:

1. A referral from the Autism team or a telephone call or visit in person from the parents.
2. A Sonas Pre-school application form and relevant NCSE forms are then completed. This application must be accompanied by an up to date (up-to-date is considered 6mths to 1yr) educational psychological assessment and diagnostic report which confirms diagnosis of ASD in line with current Department of Education criteria.
3. Fully completed applications are dated and recorded in the applications file.

Please note that the closing date for receipt of completed applications is **February 28th**. Applications will be responded to within 21 days of the closing date for the receipt of applications.

The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications must be considered individually.

The receipt of the enrolment application forms, psychological report and written recommendation is not a guarantee of enrolment.

All of the above information will be forwarded to the Special Education Needs Organiser (SENO) as part of the admissions process in order to ensure that all applications have a definitive diagnosis and to ensure that there are sufficient numbers to sustain a class.

Criteria for enrolment/admission

1. Each child attending Sonas Pre-school must have a definite diagnosis of Autism; the diagnosis must be made using a professionally recognised clinical and psychological procedure. In addition, applicants must have a written professional recommendation for a place in an ASD pre-school in a mainstream setting.
2. The child must be between the age of three and five years upon enrolment/admission. A child who turns six during the academic school year should not be in a preschool setting and therefore will not be considered for enrolment/admission in Sonas Pre-school. It is compulsory to be enrolled in National School by the age of 6.
3. A child may only be enrolled in Sonas Pre-school for a maximum of two academic school years. Placement in the pre-school is subject to a yearly review. Parents/Guardians will be advised with regard to the child's future schooling with the following options considered:
 - Mainstream
 - Mainstream with resource teaching support
 - Special Class attached to a mainstream school
 - Special School
 - Home Tuition

Whilst both Sonas Pre-school and St. Mary's Junior Boys are run by the Board of Management of St. Mary's Junior Boys they have separate enrolment/admissions procedures and criteria.

Should there be excess demands for places available; the recommendations made by the Multi-disciplinary panel to the Board of Management will follow the following criteria:

1. Chronological Age –Children who will not be eligible for admission to Sonas Pre-school for the following school year will be offered a place firstly.
2. Should demand continue to exceed places available children with siblings in Sonas Pre-school or in St. Mary's Junior Boys will be offered a place.
3. Children whose primary residence is in the parish of Nenagh.
4. Should demand continue to exceed places available offers will be made on the basis of a 'first come first served basis principle' i.e. based on the date of application. Should there be only one place available to two children who applied on the same day chronological age will again be taken in to account and the place will be offered to the older child.

Commented [A4]: Is 'first come first served ok in the EI class, or is it same criteria as main policy.. then remove this para ?

Multi-disciplinary Panel

All applications to Sonas Pre-school will be assessed before admission by a Multi-disciplinary team which may consist of the following members:

- School Principal of St. Mary's Junior Boys.
- NEPS representative
- Sonas Preschool Teachers
- HSE Representative- Early Intervention Team

The remit of the Multi-disciplinary panel will be:

1. To ascertain the number of places available in Sonas Pre-school based on discharge of pupils.
2. To review all applications for a place in Sonas Pre-school based on relevant reports received and seeking further information if required.
3. To verify Sonas Pre-school's suitability in meeting the student's needs.
4. To make recommendations on these findings to the Board of Management of St. Mary's Junior Boys.

Role of the SENO

The Special Educational Needs Organiser has a very important role within the operation of Sonas Pre-school. She can act as liaison person between the HSE and Sonas Pre-school. Whilst not directly being a member of the Multidisciplinary team she may attend to provide advice, clarity in relation to NCSE guidelines or background information pertinent to each case.

All applications for supports for children attending Sonas will be processed by the SENO in line with the Department of Education and the NCSE guidelines.

Code of Behaviour

All offers of enrolment to Sonas Pre-school are subject to acceptance of the Pre-school's Code of Behaviour, a copy of which is appended to this policy.

Appeals

The Board of Management, in compliance with section 19(3) of the Education Welfare act 2000, will make a decision in writing in respect of an application for enrolment within 21 days of the closing date on receipt of enrolment applications. Parents/guardians will be informed in writing of that decision.

Parents/Guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence re enrolment).

If the Board of Management refuses to enrol a pupil in Sonas, parents/guardians may appeal the decision at local level.

The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made, that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), are available on the Department of Education and Skills website at www.education.ie

Discharge of Pupils from Sonas Pre-school.

The number of places available in Sonas Pre-school will be ascertained following the annual Multi-disciplinary team meeting. At this meeting a review of all children attending the preschool will take place and will result in one of the following:

- Onward progression to an autistic unit attached to a mainstream primary school.
- Onward progression to a child's local mainstream primary school.
- Retention in Sonas Preschool for a further academic school year. This will not be possible if the child was turning six years old in the academic school year following the Multi-disciplinary team meeting i.e. a child should not turn six in Preschool.

Signed: _____ Chairperson, Board of Management

Appendix (4)

Sonas Preschool Toileting Policy

This policy has been formulated by the Principal and staff of Sonas Preschool in response to the toileting and nappy changing needs of the students in our care.

Commented [A5]: Remove this from admissions policy ? ... have it as a separate doc ?

Aims:

- To ensure safe toileting of children.
- To ensure a reasonable level of hygiene is provided for, considering the limitations of staff numbers.
- To strike a reasonable balance between providing for care needs and educational needs.
- To ensure staff protection.
- To foster and encourage independence in the children in the area of toileting.

Procedure and Practice

- Two members of staff to be present when nappies are being changed.
- Hands to be washed before and after nappy change.
- Medical gloves to be worn during nappy change and to be disposed of after each change.
- All nappies to be changed in the disabled toilet, where the changing table is located.
- Wet pull-ups can be changed in the disabled toilet in the classroom.
- In situations where the children are still using nappies for the purpose of toileting, the following procedure will apply;
 - We encourage all parents to send their children to school in a clean nappy.
 - All children presenting to school in a nappy will be changed at allocated times.
- Due to limited staffing within the school, any nappy changes which occur outside the organised nappy change times will be as a result of soiling. We will make every reasonable effort to ensure that a child is not left in a soiled nappy.
- A record of nappy changes will be maintained, which will record the time of change and the initials of staff members present. This is for the purpose of staff and child protection.

Signed:

Principal _____ Staff _____

Appendix 5 – Admission procedures to Special Speech & Language Class

Introduction

The Language Class in St. Mary's Junior Boys' School caters for children, (boys/girls), presenting with Specific Speech & Language Impairment, (SSLI). The class is a junior class and caters for children from junior infants to first class. **However** a child in first class who is deemed eligible for a second year in the Language Class will follow the programme for second class. A full-time teacher is assigned to this class and the class operates with a reduced pupil-teacher ratio of 7:1. A minimum number of five pupils is required for the school to retain the Language Class. Eligible pupils may spend 2 years or in exceptional cases 3 years in the Language Class, subject to meeting criteria under Placement Review.

The Health Service Executive, (HSE), funds the provision of speech & language therapy for the children attending the Language Class. The Speech & Language Therapist, (SLT), attends the Language Class a minimum of 3 days a week. SNA allocation for the Language Class is 0.3 of the school day.

Criteria for Enrolment

To be eligible for consideration for the Language Class children must meet the criteria for diagnosis of **SSLI** as detailed in the **Special Education Circular Sp Ed 02/05** page 18 and **Circular 0038/2007**. See Appendix 1.

The criteria are as follows:

1. The child has been assessed by a Psychologist on a standardised test of intellectual ability that places non-verbal ability within the average range or above, (ie. non-verbal IQ of 90 or above). This assessment needs to be within 2 years of applying for a place in the Language Class.
2. The child has been assessed by an SLT on a standardised test of speech & language development that places performance in one or more of the main areas of speech & language development at 2 standard deviations or more below the mean, or a generally equivalent level, (ie. 2 standard deviations or below, at or below a standard score of 70). This assessment needs to be within 1 years of applying for a place in the Language Class.
3. The child's difficulties are not attributable to hearing impairment, where the child is affected to some degree by hearing impairment, the hearing threshold for the speech-related frequencies should be 40Db.
4. Emotional and behavioural disorders or a physical disability are not considered to be primary causes for the SSLI.

Admissions Process

- The SLT submits names for consideration by the Admissions Committee.

The Admissions Committee consists of: school Principal, Language Class Teacher, Principal SLT, Language Class SLT and an independent psychologist.

- The Admissions Committee will meet in Term 3.
- All applications need to be in by the closing date, which will vary from year to year depending on the school calendar.
- The Admissions Committee will consider all applications with regard to eligibility and score each applicant using an objective measurement scale designed by the Speech & Language Department, HSE West.
- The Admissions Committee will examine all relevant reports. Compulsory documentation: SLT report, psychological report, parental feedback form, preschool/school written feedback and **all other relevant reports**. This is essential for the Admissions Committee to make accurate decisions regarding eligibility and suitability for the Language Class. The Admissions Committee will ensure that all potential candidates meet the criteria for SSLI as outlined in SP ED 02/05 and Circular 0038/2007. It then prioritises the candidates in terms of urgency of need and ability to benefit from placement in the Language Class.

Notification of Admissions Committee Decision

1. Successful applicants will be informed in writing by the School Principal **within five working days** of the Admission Committee meeting.
2. Where a child is offered a place in the Language Class, parents/guardians are asked to return an acceptance/non-acceptance form to the school Principal **within one week of receipt** of the offer.
3. Where an offer is declined, the next child on the waiting list will be offered a place and will have **one week** to accept or reject the offer.
4. Vacant places may be filled under spare capacity as per circular 0038/2007.
5. Children and their parents/guardians who have accepted a place in the Language Class will be invited to the school Open Night to meet with the Language Class teacher and the Language Class SLT.
6. Unsuccessful candidates will be informed in writing by the school Principal when all places have been both allocated and accepted.

Appeals Process

Any parent/guardian who is unhappy with the decision of the Admissions Committee can appeal the decision by contacting the school Principal **within one week** of being informed that their application was unsuccessful. This will be explained in the letter they receive informing them of the Admission Committee's decision.

Spare Capacity

In instances where there is spare capacity in the Language Class because of insufficient eligible children, the Board of Management may offer a place to a maximum of 2 pupils who do not meet the criteria, (Criteria for Enrolment 1 & 2), but who could benefit from enrolment in the class for one year on a concessionary basis. Such placements must be supported by the recommendation of The Admissions Committee.

Placement Review

- Parents/guardians must be informed by the school Principal about the placement review policy on accepting a place in the Language Class. The criteria for placement review will be stated on the acceptance form and will need to be signed off on by the parents/guardians.
- Placement in the Language Class is for a maximum of 2 years and a minimum of 1 year.
- In exceptional cases a 3rd year may be offered.
- All places will be reviewed at the end of term one by the School Principal, Language Class teacher and SLT.
- Retention of a place in the Language Class for a 2nd year or in exceptional cases a 3rd year, is subject to the following:
 - The child's overall progress is satisfactory.
 - The child attends on a regular basis.
 - Parental support and homework is satisfactory.
 - The child's behaviour is not negatively impacting on his/her progress or that of the other children.
- The child's progress will be reviewed throughout the school year and the option of a 2nd/3rd year will only be offered if the child meets the above requirements and if it is considered that he/she will benefit from an extra year. This will be decided by the Admissions Committee.

Discharge from the Language Class

Prior to discharge from the Language Class the Teacher and SLT will meet with the parents/guardians to:

1. Discuss overall progress.
2. Identify learning needs.
3. Identify Speech & Language needs.
4. Where necessary discuss onward referral.

The Language Class Teacher will be available to be contacted in the 1st term by the child's new school regarding any queries. The SLT will update the child's Speech & Language assessment and report and where necessary will transfer the case back to the child's original SLT.

Policy Approval/Ratification

The policy was ratified by the Board of Management of St. Mary's JNR BNS, on _____.

Signed: _____
Chairperson, Board of Management