



**Enrolment Policy for ASD Unit**

**St. Attracta's NS,**

**Charlestown,**

**Co. Mayo**

**18003F**

## Enrolment Policy for ASD Class

The Board of Management of St. Attracta's NS has set out this policy in accordance with the provisions of the Education Act of 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2002. The Board trusts that by so doing, parents will be assisted in relation to enrolment, and that furthermore, the chairperson of the Board, and the Principal Teacher.

### General Information:

**School:** St. Attracta's NS Charlestown  
**Address:** Lowpark, Charlestown, Co. Mayo  
**Telephone:** 094-9254905  
**E-mail:** [office@stattracatsns.ie](mailto:office@stattracatsns.ie)

His Lordship, Bishop of Brendan Kelly, who is the patron of St, Attracta's NS, Charlestown will be happy to clarify any subsequent matters arising

Two Special Autism Classes were established on 31/8/2016 funded and resourced by the Department of Education and Science. This school policy has regard to the funding, resources, services and space available. For the academic year 2017/2018 the classes will cater for children in the age range of Early Intervention to Senior Infants.

### Enrolment Procedure

- Registration process begins with an enquiry to the school – this can be a telephone call or a visit from the parents.
- Applications, incorporating date of application, date of birth, address and telephone number are entered in the Applications File.
- Parents must fill in the NCSE's Notification of Enrolment Form which will be forwarded to the SENO on behalf of pupils enrolled in the class. This form is available on the website [www.ncse.ie](http://www.ncse.ie)
- Applications will only be processed on the basis of a diagnostic or psychological report – a diagnosis of autism meeting DSM IV/V or ICD diagnostic criteria. The class is for all pupils who meet these criteria irrespective of cognitive ability.
- Once this process has been completed the applicant secures a place on the list of applicants to enrol.
- A school application form, incorporating family details and medical history is completed on enrolment day for children who have secured a place.

### **Enrolment Criteria**

The maximum class size is six pupils. 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, once a definite diagnosis of Autism has been provided by a qualified professional.

- Brothers and sisters of existing pupils
- Children living within the parish
- Undergo team assessment by the Admission Team, (The admission team is made up of the principal, the Special Class teachers and one other member of the Learning Support Team)
- If spaces are still available, places will be allocated as per waiting list, once an assessment has been made by the Admissions team

The first year will be used to;

- Assess the child's educational needs
- Develop an I.E.P. to address identified needs
- Assess whether the child's placement is appropriate

Taking into account the Department 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, particularly with reference to the enrolment of children with a disability or other special education need
- Equality of access and participation in the school
- Parental 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, (i.e. severity of Autism diagnosis) traveller status, refugee status, political beliefs, 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 Admission Team 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 Admission Team of the ASD Unit, the Board of Management reserves the right of admission.

### **Aim and Objectives**

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

### **Health Board Input**

Essential services are to be provided by the Health Service Executive. HSE Mayo will only provide in-school support service to children with addresses in County Mayo. These services include Speech and Language therapy, Occupational therapy and Sensory activities.

### **July Provision**

July provision will not be offered or met by the school.

### **Discharge Policy**

It is school policy to facilitate the discharge of pupils from the unit once they have reached the age of twelve. Pupils who reach the age of twelve after September 30<sup>th</sup> in any year will be permitted to complete that academic year. This means a June discharge in the following year. Discharge may also be recommended after the first year if the admissions team, after consultation with the parents/guardian, feel that placement is not appropriate. Discharge from the unit may also happen if a pupil is fully integrated into the mainstream school.

### **Evaluation**

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and updated as required.

Designated ASD Unit

Admissions and Enrolment Policy

This policy was adopted by the Board of Management of \_\_\_\_\_ at its meeting held on:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Chairperson, Board of Management.

