

St. Teresa's Special School

Enrolment policy

Introduction

This policy was drafted when the school was founded in 2008. This review is for the school year 2020/21. This policy is not a standalone policy but is supported by the Health and Safety Statement and Code of Behaviour policies and the Admission and Enrolment Policy

St. Teresa's is under the patronage of Ability West and is managed by the Board of Management. This is one of three schools of this type in County Galway

The school's is based in Ballinasloe. East Galway is the catchment area for the school however cognisance must be taken of the fact that similar suitable provisions are available in Athlone, Roscommon, and Tuam.

Philosophy

The Board of Management is setting out its policy on enrolment procedures in accordance with the provisions of the Education Act 1998 and trusts by so doing, parents will be assisted in relation to enrolment matters.

Furthermore, the chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from this policy. St. Teresa's Special School aims to provide a broad and balanced curriculum to children whose needs cannot be easily met within the mainstream school system. We embrace a commitment to inclusion for all our students, seeking and developing opportunities for them to work alongside their mainstream peers in a range of educational settings.

School Designation

St Teresa's is a multi-denominational Special School, catering for children between the ages of 4 and 18 who have different levels of Intellectual disabilities. There is also an Early Autism Class.

St. Teresa's is designated to cater for children in the following categories

- Children with Severe and Profound Intellectual Disability
- Children with Autism with additional learning disabilities
- Children with Moderate Intellectual Disability with additional physical/behavioural disability
- Children who qualify for our Early Intervention ASD Class (as qualified later in this document)

Enrolment of children to the school will be granted if the Admission Committee consider that the child meets the criteria for enrolment as per the criteria laid down in this policy.

In some instances it may be necessary to seek advice from the SENO in relation to admission. Regulations laid down by the Department of Education in relation to transport provisions must also be taken into consideration. The school bus will only be allowed to travel to the closest suitable school. However if the closest school is full, consideration could be given to that child.

Enrolment of children in this school is capped at thirty six children due to space constraints at this time. St Teresa's Special School has 28 children currently enrolled.

ASD Unit

Our ASD Class caters for children with Autism and/or Autism with an Intellectual disability or who meet the criteria as stated by the SENO where the needs of young children cannot be fully cognitively assessed.

- This class is for children between the ages of 3 years –5 (please see ASD information Policy). A child cannot turn 6 years while in this class.

- The ASD Class/Unit can only cater for up to six children.

Current provision

The school consists of five classes. Some children are withdrawn for individual tuition according to their needs.

Pupil/teacher ratios are as follows

6:1 – with children being withdrawn for individual activities as the need arises

In the year 2021/22 staff consists of a Teaching Principal and six full time teachers, 13 SNA's, one Nurse and a General Assistant.

1. ASD Preschool Class
2. ASD Junior school age class
3. ASD Senior Class
4. Multiple/Complex Need Junior Class
5. Multiple/ Complex Need Senior Class
6. An additional class may be added this year to meet demand
7. Our Bus Escorts support the children when they are travelling to and from school

Enrolment Procedures

All initial enquiries for enrolment should be addressed to the school Principal either in writing or by telephone. The principal will act as an agent on behalf of the Board of Management.

Referrals are invited by the principal from

- Ability West our Patrons
- CND Teams
- Parents/Guardians
- Special Needs Co-ordinator
- G.P.'s

Applications are made by sending in an Application for Admission which should be made in writing by March each year. The date of Admission is on the Admission Notice which is posted on the website. Places will be allocated following a meeting of the Admissions Committee (please refer to our Admission Policy for details of these stages) An enrolment form must be filled in. All information requested on the Enrolment Form must be provided.

The admission committee will make the decision as to the suitability of applicants to the school. This Admission Committee consists of the chairperson of the Board of Management, the Principal and Vice Principal.

In instances where a child with an ASD or other diagnosis later than this date, the school will endeavor to accommodate an application for admission. Alternatively, the child will be placed on a waiting list.

Pupils are generally enrolled in St. Teresa's on September 1st (or last days of August) however, where possible, exceptions will be made for families relocating during the school year.

Criteria for Admission

The student's Assessment of Needs must identify one of the following criteria:

- Severe and Profound Intellectual Disability
 - Autism with additional learning disabilities
 - Moderate Intellectual Disability with additional physical/behavioural disability.
 - Suitability for enrolment to ASD Class
 - Global Developmental Delay
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- Appropriate supporting reports are made available to the Admissions Committee.
 - Transport is sanctioned by the Department of Education and Science.

- Prior to admission, the Board of Management will require parents to complete an Application for Admission Form
- Parents and relevant personnel will be notified by the school Principal of the decision of the Admissions Committee. It is recommended that parents visit the school prior to the student's admission.
- Parents must agree to adhere to policies and procedures as outlined in our policy documents (available on the website or by request) and sign to say they will comply with school policies. In particular, parents must sign to say they are willing to comply with the Code of Behaviour.
- Parents must provide all medical details to the school.

Procedures adopted following Admissions Meeting (see also Admission Policy)

- The Board of Management is bound by DES Rules for National Schools in relation to the pupil's age at enrolment, which provides that students may only be enrolled from the age of four, with compulsory education applying at age 6.
- Insofar as is practicable, the Board of Management, having regard to the school's Enrolment Policy, will enroll eligible children on application provided there are spaces available
- The Board will have regard for any relevant Department of Education and Skills guidelines in relation to class size or staffing provision and/or any other relevant requirements relating to accommodation and health care supports, particularly regarding the health and safety of children.
- Parents and relevant personnel will be notified by the school Principal of the decision of the Admissions Committee.
- On admission, the Board of Management will require parents to complete the School Enrolment Form
- The following information will be required by the school:-
 - Pupils name, age, address
 - PPS number (for the purposes of ordering equipment for the child)
 - Names and addresses of pupil's parents/guardians
 - Contact telephone numbers

- Details of any medical condition
 - Results of x-ray for Atlanto Axial Dislocation (Down's Syndrome only)
 - Details of medical personnel involved with the pupil
 - Details of medications and signed Indemnity Form (appendix E)
 - Record of immunisations
 - Details of allergies
 - Permission for school related activities
 - Permission for use of pupil's photograph in publications/newsletters, papers, website.
 - Any other relevant information including any such information as may be presented under the Education and Welfare act
- The student's progress will be assessed on an ongoing basis. Parents will be invited to attend an Individual Education meeting to plan priority goals for your child in the first few months. Generally, Parents, the Class Teacher, members of the Multi-Disciplinary Team and, school Nurse (if applicable) will attend.
 - Annual Review meeting (Parent Teacher Meeting) will be held each for each student, at which progress is reviewed and Priority Learning Goals agreed by parents and staff. For students who are reaching six years of age, this meeting will also consider future suitability of placement.
 - The School can only guarantee the provision of specialist health and education equipment for the children when the monetary provisions are available from the HSE or Department of Education to purchase such special equipment
 - The Board of Management will consider applications for pre-school provision in accordance with Department of Education and Science policy regarding provision for pre-school children with Autism (see School Designation paragraph and Appendix C)
 - A copy of the school's Code of Behaviour and Enrolment policies will be given to parents/guardians on their child's admission to St Teresa's. Parents will be required to sign a copy to indicate their understanding of and support for these policies
 - Our Health and Safety statement is available to view, upon request, in the office.

The Board of Management may refuse admission in the following exceptional circumstances:

- If any significant information has been omitted in the application form which would result in a full picture of the child's needs not being properly represented.
- If the child does not meet the school designation of needs
- If the class into which the child is applying for is full, in which case the child will be put on a waiting list
- If the parents refuse to sign and agree to the Code of Practice Policy.
- In all instances where additional resources are required, the Board will advocate for the child.

Review

This policy will be reviewed on an annual basis.

Signed: _____


Date: 8th February 2021

Chairperson Board of Management

Appendix A

Enrolment Form

Appendix B

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the ____ day of _____ 200 BETWEEN

_____/_____(father/mother/guardian) of _

_____ of _____

(hereinafter called 'the parents") of the one part and X, Chairperson for and on behalf of the Board of Management of School X, address in the County of X (hereinafter called "The Board) of the other part.

WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardians of a pupil of the above school.

2. The pupil suffers on an on-going basis from the condition known as

3. The pupil may, while attending school, require, in emergency circumstances, the administration of the following medication:

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the pupils' classroom teacher and/or such other member of staff of the school as may be designated from time to time by the Board. (In Particular the Bus Escorts on the bus who have received training to give the particular medication)

IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father/mother/guardians respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

SIGNED AND SEALED by the Chairperson in the presence of:

APPENDIX C

Following Clarification received in the School in May 2010 and will be used as a current guideline until notified by the DOE/SENO

Máire Aherne
Special Educational Needs Organiser (SENO)
Roscommon A
National Council for Special Education
Government Offices
Convent Road
Roscommon

The issue regarding Global Developmental Delay (GDD) arises where professional reports indicate that the child has special educational needs, but the professional is unable to arrive at a cognitive score because of the child's age (generally under 5).

The term GDD may be used in these instances to indicate that the special educational needs of the pupil would equate to a pupil with a moderate/severe GLD.

Other associated disabilities, e.g. ASD, might be diagnosed at a later stage.

In general, a diagnosis can be arrived at by the time the child reaches 7; therefore the Psychologist would reassess the pupil around this time.

The term GDD cannot be considered by the SENO where the Psychologist is in a position to arrive at a score: e.g. where a pupil has a FSIQ score of 72, the pupil cannot also be held to have a GDD.