



St. Teresa's Special School

Enrolment policy

Introduction

The Board of Management of St. Teresa's Special School has written this policy in line with the provisions of the Education Act 1998. St. Teresa's Special School is multi-denominational and is under the patronage of Ability West. The Board of Management follow the Department of Education's guidelines on Admission and Enrolment and will endeavour to assist parents in relation to enrolment matters.

The chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from this policy. Decisions in relation to applications for enrolment are made by the Board of Management of the school and the Special Educational Needs Officer

Rationale

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.

This policy aims to ensure that the appropriate procedures are in place to enable the school:

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and Patron Body, and all legislative requirements.
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it.
- To put in place a framework which will ensure effective and productive relations between pupils, parents/guardians and teachers where a pupil is enrolled in the school.

St. Teresa's Special School



Designation – The school provides education for pupils whose primary assessed disability is a severe to profound general learning disability. The school also caters for children with moderate multiple diagnosis, moderate general learning disability and an additional diagnosis e.g. Autism or Emotional and Behavioural Difficulties. The school also has an Autism pre school class

The school depends on grants, teacher resources and other staffing resources provided by the Department of Education. The school operates within the regulations laid down, by the Department of Education. The school falls under the administration of the Primary/Special Education Sections of the Department of Education.

Staffing : the school has a Principal and vice Principal. There are 8 class teachers and 20 SNAs. The school also employs a Secretary, a Cleaner and 10 Bus Escorts We have a full- time Nurse and Care Assistant who are employed by Ability West.

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 increase the cap to forty two pupils

ASD Class/Unit

In consultation with the SENO, and where there is demand, St. Teresa's Special School may be able to provide an Early Intervention facility for a preschool ASD Class. This Class/Unit, when it is running, caters for children with Autism and 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 – 6 years. Children cannot be in this class in the year in which they turn 6 years.

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

St. Teresa's Special School



Current provision: The school is a co-educational school catering for pupils aged 4 to 18 years, with an early intervention class catering for 3 to 6 year olds. The Board of Management is bound by the Department of Education Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years and students should not exceed 18 years by September 1st of the final school year. To facilitate this age band, the range of classes taught are based on relevant and appropriate peer groupings. There are currently 7 classes within the school and 1 Early Intervention Autism class.

School Curriculum – The school follows the curricular programmes prescribed by the Department of Education for pupils with a severe to profound general learning disability, amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998), in order to provide an appropriate education for each child. The pupils in the senior class follow the Junior Cycle and ASDAN programmes. The curricular programmes provided by the school are adapted to meet the particular special education needs of each child, and an eclectic approach to learning using a variety of methodologies and strategies are adopted to maximise the pupils' learning potential. All pupils have an Individual Education Plan designed specifically for them annually. IEPs are held early in the school year and parent teacher meetings are held in Spring.

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

- CDNT Team networks
- Parents/Guardians, GPs or Consultants
- Special Needs Co-Ordinator

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 school psychologist,(if available). Where the Psychologist is not available, the Special Needs Co-Ordinator for the school will be consulted.

In instances where a child has an ASD 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 in late August or September 1st 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.
- Moderate or Severe/Profound disability with emotional or behavioural behaviours
- Appropriate supporting reports are made available to the Admissions Committee.
- Prior to admission, the Board of Management will require parents to complete an Application for Enrolment Form (Appendix A)
- The child will be able to tolerate a classroom environment containing other children
- The composition, special needs and ages of the pupils currently in the class into which the child will be enrolled
- The pupil/teacher ratio will be appropriate to the needs of the child
- The Admissions Committee is satisfied that the overall needs of the child can be met in the school •
- Date of receipt of application
- There is sufficient physical space in the relevant classroom
- If the child has sibling in school
- Catchment Area

Following a decision being made:



- 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 Admission Policy and Department Admission Guidelines, 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. It is recommended that parents visit the school prior to the student's admission.
- On admission, the Board of Management will require parents to complete an Application for 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
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- 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 meetings will be held each year 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 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.

Appeals Procedure

- If parents are unhappy with the decision, they may appeal to the Department of Education and Skills under Section 29 of the Education Act on the official form provided by the department. Parents/guardians will be informed of their right to appeal in the letter of refusal to enrol. Appeal forms are available to download on the Department of Education and Skills website www.education.ie. Please note that this appeal must be lodged within 42 days of receipt of the refusal of the final decision of the Board of Management to enrol a child.

Review

- This policy will be reviewed on an annual basis. It will be made available to parents/guardians on request. The policy will be provided to all parents/guardians on application for a placement to the school

Review

This policy will be reviewed on an annual basis.

Signed: _____


Date: _____

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.