



St. Joseph's CBS • Sunday's Gate • Drogheda

Enrolment Policy for ASD Class 2021/2022

Criteria for Enrolment in ASD Class

Subject to sufficient places being made available in the Special class, the criteria for enrolment to the Special Class, incorporating the Department of Education and H.S.E. policies are as follows:

1. An application to enrol to special class form provided by the school must be fully completed by the parents/guardians on behalf of the child.
2. This application to enrol to special class form must be accompanied by an original birth certificate and proof of address.
3. A recent psychological assessment dated within 24 months of the closing date for applications to enrol.
4. The child must have a primary diagnosis of Autistic Spectrum Disorder made using the DSM-V or ICD 10 or equivalent by the psychologist or a member of the multidisciplinary team.
5. The psychological report must have a recommendation that a special class placement in a mainstream school is both necessary and suitable for the child.
6. All children must be 4yrs of age on or before the 31st August of the incoming school year.
7. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of the admissions policy.
8. An acceptance form as issued by the school must be returned to the school within the required time period.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.

All unsuccessful qualifying applicants will be placed on the placement list, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998. The placement list is valid for vacancies which occur in the current school year only.

Oversubscription

In the event that the Special Class is oversubscribed, the school will, when deciding on applications for admission, apply the following criteria in the order listed below to those eligible applications (see above) that are received within the timeline for receipt of applications as set out in the school's annual admission policy-

Priority is given to:

- (a) Children already enrolled in the school.
- (b) Siblings including foster or step- siblings of pupils currently enrolled.
- (c) Children resident within St. Peter's Parish, Drogheda
- (d) All remaining applicants with priority to the oldest.

In the event that there are two or more eligible, pupils tied for a place or places in the Special Class in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

In the event that the number of eligible pupils seeking enrollment in the Special Class from within any category exceeds the number of available places, then the school will offer places beginning with the eldest and proceeding in descending order of age until all remaining places have been allocated.

If two or more applicants are tied for the last remaining place in the class by virtue of shared birth, the place will be awarded to the oldest by virtue of the time of birth recorded on their birth certificate.

There is no exception in the case of twins being tied for one place in the Special Class as the DES has set the maximum number of pupils at 6.

Discharge

It is school policy that the year that the student turns 13 will be their final year in St. Joseph's C.B.S. Pupils who reach the age of thirteen on or after September 1st in any year will be permitted to complete that academic year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable secondary school. St. Joseph's CBS will facilitate all transfer of records/reports as well as assist with any information required with regards to the student and St. Joseph's CBS will be deemed to have authority to forward all relevant reports and assessments to the Secondary school unless specifically instructed in writing not to do so.

Discharge may also be recommended after the first and/or any subsequent year if following psychological assessments and consultation with the parents/guardians, it is felt that the placement is no longer appropriate and serves the best interest of the child.

Discharge may also happen if a pupil is fully integrated into the mainstream school.

The Board of Management has the right to overrule any decision made in this regard.

Evaluation

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

Review

This policy is subject to review by the Board of Management as required.

Admissions and Enrolment Policy Designated ASD Class

This policy was adopted by the Board of Management of St. Joseph's CBS at its meeting held on:

Date: _____

Signed: _____

Chairperson, Board of Management.