



Holy Family Senior School

Ennis, Co. Clare.

Roll Number: 07515N

Admissions Policy

Class for Pupils with Autism/ASD

Principal: Sarah Barnes.

1. Admissions Statement.

Holy Family Senior School is a mainstream school which has established special classes with the approval of the Minister for Education and Skills. The special classes in Holy Family SNS provide an education exclusively for students with a category or categories of special educational needs specified by the National Council for Special Education (NCSE).

The school's admissions policy should be read in conjunction with this document which is specific to the special class for pupils with Autism/ASD.

2. Our Aim

Holy Family Senior School is a community where pupils, teachers and parents/guardians work together to ensure that all pupils feel happy and valued and are afforded every opportunity to flourish as learners and individuals.

Our class for pupils with Autism/ASD aims to offer an autism specific learning environment within a mainstream co-educational senior national school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities from 2nd to 6th class as appropriate.

3. Admission of students

The class for pupils with Autism/ASD has places for a maximum of 6 pupils.

The number of places available each September will be published on the school's annual admissions statement.

The school shall only admit those pupils who meet the enrolment criteria. It may not be possible to admit all pupils who meet the enrolment criteria when:

- a) the class is oversubscribed (please see below 5 for further details)
- b) a parent of a pupil, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the positive 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 pupil.

4. Criteria for Enrolment in A.S.D. Class

The criteria for enrolment to the class incorporating the Dept. of Education and H.S.E. policies are as follows:

- The child must have a diagnosis of Autism/Autistic Spectrum Disorder made using the DSM-IV or ICD 10.
- A recent report from a Psychologist/Psychiatrist or multi-disciplinary team of professionals should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, an Occupational Therapist, a Speech & Language Therapist, a Social Worker and/or a Physiotherapist. Please note all reports on a child must accompany the application for admission. These reports will be considered by the school's admissions team.
- There must be a recommendation by the professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child.

5. Oversubscription

If the special class for pupils with Autism/ASD is oversubscribed with pupils who all meet the enrolment criteria, pupils in the following order of categories will be given preference.

- a) Children already enrolled in Holy Family SNS mainstream classes and their siblings (including step-siblings, resident at the same address).
- b) Children enrolled in Holy Family Junior ASD class, mainstream classes and siblings (including step-siblings, resident at the same address).
- c) All other applicants.

Please note, a copy of a utility bill may be asked for as proof of address.

6. 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 pupils.

7. Procedure for Enrolment

- A parent guardian may contact the Principal of the school at any time to seek information about the special class in the school.
- Application forms for the special class can be obtained through contacting the school on info@hfss.ie or writing to The Principal, Holy Family SNS, Station Road, Ennis, Co. Clare.
- The Class Admission Team consists of the school Principal, Special Education Needs Coordinator and Special class teacher.
- The Admission team will meet on **Thursday 25th February, 2021** and will undertake to communicate to the parent/guardian their decision in writing within 21 days of this date.
- If spaces are still available in the class after this date the Admission Team will reconvene a meeting at a later date to assess these applications.
- Following receipt of an offer the parent/guardian must accept this offer in writing.

8. 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 Holy Family Senior School where:

- (i) it is established that information contained in the application is false or misleading
- (ii) the parent of a pupil, 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.

9. Schools Code of Behaviour

It is accepted that children with special educational needs may display challenging behaviours. All efforts will be made by the school to manage such behaviour using various strategies, staff seeking advice and training and through the implementation of the child's individual support plan.

Where following review and consultation a child's behaviour continuously impacts in a negative way on the other children in the class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child.

10. Appeal process

The Parents/Guardians of a child who has been refused enrolment may appeal the decision under Section 29 of the Education Act 1998, by accessing the website of the Department of Education and Skills.

11. Implementation and Review:

This policy will be implemented from 27th January 2021. It will be reviewed at the end of every school year, or as circumstances require.

Ratification

This policy was ratified by The Board of Management of Holy Family Senior School on the 27th February 2021

Chairperson BOM: Joe Carmody