

Admissions Policy – St Andrew's National School

St Andrew's National School Lucan
School Address: St Edmundsbury, Lucan Road, Lucan, Co. Dublin

Roll number: 12014D

School Patron Church of Ireland Archbishop of Dublin and Bishop of Glendalough

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the School Patron on **20th December 2022**. It is published on the school's website and will be made available in hardcopy if requested. The Admission Policy and Enrolment forms can be obtained by sending a letter to the school, together with a stamped addressed envelope for return of enrolment forms.

The relevant dates and timelines for St Andrew's NS Lucan admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

2. Characteristic spirit and general objectives of the school

St Andrew's National School is a co-education primary school under Church of Ireland management. The Archbishop of Dublin and Bishop of Glendalough is the school's Patron. The school endeavours to promote the moral, spiritual, emotional, intellectual, physical and social development of all the pupils in its care. The school reflects the ethos of the Church of Ireland and values of honesty, charity, kindness, patience and personal responsibility are encouraged. Equally it encourages and practises respect for the traditions and teachings of other churches and spiritual communities. The teaching of Religious Education in this school does not involve religious formation or specifically confessional teaching as this is a matter for each family and their Church. The constitutional right of parents to withdraw their child from Religious Education is acknowledged. However, the attention of parents is drawn to the fact that due to accommodation constraints and the limited availability of staff a child who is withdrawn from RE may have to remain in the classroom for the duration of the lesson.

Children of other faiths and none are welcomed and affirmed.



St Andrew's National School is a community where all pupils are equally valued and respected - irrespective of gender, social or ethnic background, family circumstances, educational achievement, physical characteristics or intellectual capacity.

St Andrew's National School is a community where the traditions and teaching of the Church of Ireland inform the position taken in regard to moral issues which arise in the teaching of secular subjects.

The work of the school is conducted in an atmosphere of inclusion, tolerance and respect for religious differences. The admission policy of the school allows those of other faiths or none to enrol as pupils. St Andrew's National School values and recognises the contribution that pupils of different faiths bring to the life of the school.

St Andrew's National School is a part of the local church community and has strong links with the Parish. Pupils take part in services in the local church (e.g. Advent, Easter etc.) Special events take place in the school to mark religious festivals and celebrations e.g. Christmas, Harvest etc. The Rector visits the school and takes part in Assembly on a regular basis (currently subject to Covid 19 guidelines).

Time spent teaching Religious Education is per Department of Education guidelines. All pupils generally take part in Religious Education lessons. The 'Follow Me' programme (developed by the Church of Ireland, Methodist and Presbyterian Boards of Education) is in used throughout all the classes. Please see the Religious Education Policy for further details.

Mission Statement

In St. Andrew's N.S. we endeavour to

- Fulfil the physical, intellectual, spiritual and emotional needs of the pupils
- Provide stimulus and opportunities to enable pupils to reach their full potential
- To foster a relaxed and happy atmosphere that is conducive to learning

School Religious Ethos

St. Andrew's National School is a Church of Ireland school under Church of Ireland patronage. In our school community we aspire to provide a nurturing and inclusive environment where all pupils are equally valued and respected.

In our school pupils experience a sense of caring and belonging. We work in partnership with parents and the community to empower pupils to live in and contribute to an ever-changing society and to learn to act as responsible pupils and later self-sufficient adults who care about others and their environment.

St. Andrew's is part of the local church community with strong links to the Parish church in Lucan village.

We teach the Primary curriculum including religious education. The essentials of the Christian faith are explored, and pupils are encouraged to think independently and develop a personal faith by which they may later live.

Pupils are required to participate in all subject areas and attend all school religious ceremonies.

As part of the culture of this school children are informed about Santa Claus, Halloween and the expectation that surrounds this. We do not permit any other view within school.

3. Admission Statement

St Andrew's NS Lucan will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Andrew's National School Lucan is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuse to admit as a student, a person who is not Church of Ireland and it is proved that the refusal is essential to maintain the ethos of the school.

St. Andrew's National School Lucan is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

- St. Andrew's NS will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.
- St. Andrew's NS will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. Categories of Special Educational Needs catered for in the school/special class

- St. Andrew's National School Lucan, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, 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

St. Andrew's National School Lucan is a Church of Ireland school and may refuse to admit as a student, a person who is not of Church of Ireland where it is proved that the refusal is essential to maintain the ethos of the school.

The special class attached to St. Andrew's National School Lucan provides an education exclusively for students with ASD and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

St Andrew's NS Lucan is a Church of Ireland school. If the number of applicants exceeds the number of available places, the priority categories below, which are listed in order of priority, are used to determine the priority given to applicants in the descending order outlined below from (a) to (d) as follows:

- (a) Priority Category 1: An applicant who is a member of the Church of Ireland or a Protestant reformed church or is a member of a minority religion which has the same religious ethos, or a similar religious ethos to the programme of religious instruction/education which is provided in the school and who lives within the boundary of Leixlip Union of Parishes.



However, the applicant must be 4 years of age before March 31st in the year of admission)

- (b) Priority Category 2: Siblings of pupils currently in St Andrew's NS Lucan. However, the applicant must be 4 years of age before March 31st in the year of admission)
- (c) Priority Category 3: An Applicant student who lives within 1-mile radius of the school and who complies with the terms of this policy. However, the applicant must be 4 years of age before March 31st in the year of admission)
- (d) Priority Category 4: All other student applications who comply with the terms of this policy. However, the applicant must be 4 years of age before March 31st in the year of admission)

In respect of Priority categories 1 above, applicant must provide the following documentation with the application form in order for the application to be complete, as the school must satisfy itself that the applicant student is a member of a minority religion and that it provides a programme of religious instruction or religious education which is of the same religious ethos as, or a similar religious ethos to, the religious ethos of the minority religion of the applicant student.

- (j) A statement from the applicant confirming (1) that the applicant student is a member of a minority religion (2) that the applicant wishes the applicant student to be educated in a school that provides a programme of religious instruction/education which is of the same religious ethos, or similar ethos to, the religious ethos of the minority religion of the applicant student.

(2) evidence from the applicant to support the statement that the applicant student is a member of the minority religion. This evidence will consist of:

- A letter from the relevant church leader confirming that the applicant student is a member of the minority religion or
- A signature and stamp of the relevant church leader on the application form confirming that the applicant student is a member of the minority religion or
- A baptismal record issued by the relevant minority religion which confirms that the applicant student has been baptised as a member of the minority religion.

Lottery System

Names will be drawn by the Principal in the presence of the Board of Management and a person of good character who does not have a direct connection with the school.

If there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

It is to be noted that where oversubscription occurs in any one of the above priority categories, priority will be given within the priority category (and only in that priority category) to applicant

students who have siblings currently enrolled in the school (Sibling Applicant Students). Where the number of sibling applicant students in such a priority category exceeds the available number of places, the remaining places will be allocated to sibling applicant students using a lottery system. Where the number of sibling applicants students in such priority category does not exceed the number of places available, the remaining places in this category will be allocated using a lottery system.

Where the applicant students in a category are not successful in achieving a place, their names will be placed on a waiting list in the order in which such names were drawn.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
 - (I) an early intervention class, or
 - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; (other than in relation to a special class insofar as it is necessary in order to ascertain whether the student has the category of special educational needs concerned.
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his/her family attending or having previously attended the school other than in relation to selected criteria
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

All decisions on applications for admission to St. Andrew's National School Lucan will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

9. Notifying applicants of decisions

- Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.
- If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.
- Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St Andrew's NS Lucan you must indicate—

- whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

11. 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 St Andrews NS Lucan where—

- it is established that information contained in the application is false or misleading.
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
- the parent of a student, 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; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

12. 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 students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (in) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Waiting list in the event of oversubscription

- In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St Andrews NS Lucan were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.
- Placement on the waiting list of St Andrews NS Lucan is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

- Applicant students whose applications are received after the closing date outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.
- Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

- All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if a place is available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

15. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place in the relevant class if a place is available. In the event that the number of applications exceeds the number of available places in the relevant class, the school will apply the selection criteria set out in Section 6 of this policy to those applications. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this policy.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Applicant students will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant student will be added to the waiting list in accordance with Section 13 of this

policy.

16. Declaration in relation to the non-charging of fees

The board of St Andrews NS Lucan or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardians or the student, as the case may be, to discuss how the request may be accommodated by the school.

Reviews/appeals

Review of decisions by the board of Management

- The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.
- The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.
- The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.
- **Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.
- Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

- Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

- An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.
- An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.
- Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)
- Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.
- The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Appendix A

ASD Class for children with Autism- St Andrew's N.S

ADMISSIONS AND PARTICIPATION POLICY

For admissions in the 2020/2021 Academic Year

The Board of Management of --St Andrew's 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 better understand what categories of special needs our ASD class caters for and the procedures for enrolment into the ASD Class.

Section 1. General Information:

Name of school: St. Andrew's N.S.

Address: St. Edmundsbury, Lucan, Co. Dublin

Telephone: 01 6280975

E-mail: stanso@eircom.net

From the 1st of September 2016, the Board of Management of St. Andrews N.S will provide one class for children with Autistic Spectrum Disorder. The ASD Class only caters for children with a primary diagnosis of autism.

- The ASD Class caters for 6 children in the age range 4-6 years old
- Only applications which meet the threshold criteria set out below will be considered.

Where the number of applicants exceeds the numbers of places available applications which meet the threshold criteria will be ranked in accordance with the criteria for assessment of applications which meet the assessment criteria set out below.

Section 2. Application Procedure

The following procedure will apply to all applications for placement in the ASD Class:

- a) Parents send letter or make a telephone request for admission to the school;
- b) Parents are sent a copy of the Admissions and Participation Policy and an application form for the ASD Class;
- c) Parents are asked to return the following:
 - Completed Application form;
 - Full birth certificate;
 - Proof of Address e.g. utility bill;
 - Baptismal Certificate
 - Psychological assessment report;
 - Any other available professional reports such as:
 - Psychiatric/Psychological Assessment,
 - Speech & Language Assessment,
 - Occupational Therapy Report,
 - Social Work Report,
 - Recent School Report
- d) Following receipt of these documents and the Admissions Team (which is composed of the School Principal and the ASD Class Teacher), will arrange a meeting to determine the allocation of places, as per the criteria as set out below. The date of this meeting will serve as the closing date for applications. The closing date for applications will be given to parents with the Application Form;

- e) The Admissions Team, having considered each application submits the list of names to the Board of Management prior to offering places for their consideration and decision. If the Board of Management has decided to admit a child, a letter of offer will be sent to parents along with the school's Code of Behaviour. This letter of offer will be issued within 21 days of the closing date for applications. The offer will be subject to parents providing written agreement for their child to adhere to the school's Code of behaviour. If the Board decides not to enrol a child the parents of the child will also be informed within 21 days.

- f) Parents will be requested to respond by a specified date and a time will be arranged for them to visit the school to enable the completion of applications to the NCSE for school transport and SNA support, if applicable;

- g) If the child meets the Threshold Criteria below but either the number of applicants has exceeded the vacancies available or enrolment is refused on any other basis, parents/guardians of other applicants will be informed that there is currently no place available but will be asked if they wish their child's details to be retained by the school in case of future vacancies. In such a case, parents/guardians will be advised that the school is formally declining a place to their child in the ASD Class and will advise the parents of the appeals procedure set out below.

- h) If the child does not meet the Threshold Criteria below parents/guardians will be advised that the school is formally declining a place to their child in the ASD Class and will advise the parents of the appeals procedure set out below.

Parents should note the following principles which apply to all applications for enrolment in the ASD Class:

- i. Where possible, enrolment should take place at the beginning of the school year. In exceptional cases, consideration will be given to a child during the school year where a vacancy arises;

- ii. The completion of an application form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school;

- iii. Where a parent completes an application or information form in respect of the ASD Class as well as for the mainstream part of the school, the parent will be asked to confirm which application the Admission Team is to consider. Only one application can be considered at a time and the parents will be asked to withdraw the second application.

- iv. Where a child is refused enrolment in the ASD Class, this does not preclude the parent from applying for a mainstream place for their child, subject to

the procedures set out in the main St. Andrew's National School Admissions and Enrolment policy.

- v. A three year age gap is the preferred maximum allowed between any two children within the class. Where the age of an applicant would create a larger age difference than 3 years in the ASD Class, the Board of Management will not be in a position to accept that child and will refuse to enrol that child.
- vi. It is hoped that that pupils in the ASD class will experience meaningful inclusion during their time in St. Andrew's NS. Inclusion of pupils with ASD into mainstream classes for some subjects will be considered on an individual basis. The provision for inclusion for the pupils is dependent on personnel resources and accommodation and on their priority needs.
- vii. Siblings of pupils in the ASD classes are not automatically entitled to a place in our mainstream class as per the School Enrolment Policy.

Section 3. Consideration of applications

Applications for admission to the ASD Class in St. Andrews National School will only be considered where a child meets all of the following eight criteria:

Applications received after the closing date will not be considered.

A. Threshold Criteria for Consideration of Application:

1. The child is in the mild cognitive range or above (as confirmed by an appropriate professionals report included in the child's application) and therefore has the ability to benefit from the education and skills programmes offered in the ASD Class by St. Andrew's National school;
2. The child is in the mild adaptive range or above (as confirmed by an appropriate report included in the child's application) and therefore with the ability to benefit from the education and skills programmes offered in the ASD Class by St. Andrew's National school;
3. The child has a primary diagnosis of an autistic spectrum disorder as confirmed by the psychologist's report included in the child's application;

4. The child is at least 4 years old and not more than 6 years old on the 1st of September of the year of entry;
5. The child will benefit from an autism-specific education programme and this is confirmed by the psychologist's report included in the child's application;
6. The child has a recommendation for a placement in a mainstream setting.
7. At least one of the assessment reports provided is from the last 12 months.
8. Confirmation must be contained in one of the assessment reports furnished with the application for admission that the child does not have any emotional or behavioural disorder that would place other students or staff at risk or would reduce the ability of staff to provide an appropriate and full education to other pupils in the ASD class and school.

If the Applications Sub-Committee considers that a pupil satisfies the Threshold Criteria set out above, it will assess the application on the basis of the following criteria. The school has a limited number of places and must prioritise its available places for those pupils who would most benefit from them.

B. Criteria for Assessment of Applications which meet the Threshold Criteria

Each application which meets the Threshold Criteria will be assessed on the basis of the following points. Priority will be given to children who will benefit most from early intervention. Applications will also be assessed on the following criteria:

1. The child will be able to tolerate a classroom environment containing other children;
2. The composition and ages of the pupils currently enrolled in the ASD Class;
3. The pupil/teacher ratio will be appropriate to the needs of the child;
4. The Admissions Team are satisfied that the overall needs of the child can be met in the ASD Class;
5. Date of receipt of application.

6. Preference will be given in accordance with the order of priorities contained in the main enrolment policy.
7. There is sufficient physical space in the classroom and the ASD Class has not reached full capacity.

Section 4. Requirement to furnish all reports relating to the child within three years of application

Please note all reports relating to a child which have been created by a psychologist, psychiatrist, behavioural therapist, paediatrician or other relevant medical practitioner (who has produced a report relating to the child's cognitive development, learning ability or educational development) within the three years preceding application must be provided to the school for assessment by the Admissions team. The withholding of reports from the School Admissions Team may invalidate an Enrolment Application at any time. If, after enrolment, it later becomes apparent that reports or relevant information has been withheld from the school, this may result in an application being invalidated or, if it becomes apparent after enrolment, in the child involved losing their place in the ASD Class.

Taking all of the above into account, and based on the advice of the Admission Team of the ASD Class, the Board of Management reserves the right of admission

The first year will be used to;

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

Section 5. Exceptional Circumstances Warranting refusal of an enrolment

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise where either:

1. The pupil has special needs such that, even with additional resources available from the Department of Education and Science and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education;
2. The members of the Board of Management are reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or to school property.

Section 6. Appeals Procedure

Where a parent is informed that there is no place for their child in the Special Class, they may appeal this refusal to enrol within 21 days to the Board of Management.

If parents are unhappy with the result of the final decision of the Board of Management, 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. 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.

Section 7. Aim and Objectives of the ASD Class

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