

Policy and Procedures for the Enrolment of Children in Scoil Triest Special School.

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1. ENROLMENT COMMITTEE

- The Board of Management takes ultimate responsibility for enrolling children in the school.
- The Board of Management has set up a sub-committee to decide on children for enrolment in the school. Members of this Enrolment Committee are nominated by the Board and include members of the in-school management team and the school multi-disciplinary staff. If a Psychologist opinion is required the Psychologist will be nominated from the school Multi-disciplinary team, if not already part of the Enrolment Committee.
- The Enrolment Committee meets in early March

2. ENROLMENT POLICY

- All vacancies in the school will be filled, in the chronological order of application, from the date of receipt of a letter of application from parents and subject to all other conditions being in place e.g. diagnostic criteria, age etc.
- In the event of two or more applications arriving on the same date preference will be given to the oldest child.
- Children who meet criteria for enrolment but are not offered a place for September are kept on that year's waiting list in the event of a mid-school year vacancy arising. If no vacancy arises they are placed on the following year's waiting list in the chronological order of their original application.
- If a place is deferred for a year children are placed on the following year's waiting list in the chronological order of their original application.

3. APPLICATION PROCESS:

- Parents / Guardians are required to make written application for consideration for enrolment in Scoil Triest on behalf of their child. Applications from a third party are not considered.

- A dated letter of application should be sent to the School Principal indicating the date of requested enrolment and giving the date of birth of the child.
- Parents who have made application will be contacted by the Principal in September prior to year of enrolment to assess interest and inform them of the requirement for current psychology report.
- Parents who have made application to Scoil Triest will be invited to attend an Open Night / Information Night in the school in November of the year of proposed enrolment. Parents will be requested to complete application form at this stage
- Applications for the following school year will be considered for eligibility by the enrolment committee in early March
- Places will be allocated as per the enrolment policy. Parents of children who are offered places will be invited to meet the Principal and visit the school.
- When parents have accepted the offer of a place in Scoil Triest, they will be invited to meet with the school Principal to complete relevant forms i.e. School Transport / Enrolment. Parents will receive a copy of School Prospectus. An original Birth Certificate should be provided to the school. Original diagnostic report is also required for transport applications.
- Arrangements are made for new pupils to visit Scoil Triest during the month of June. If possible new pupils will meet their new teacher, special needs assistants and visit their classrooms. Social stories to help prepare for the visit will be provided by the
- Teachers will make contact with previous educational placement to gain information about the pupils. Scoil Triest transition passport completed by previous educational placements are requested to be made available to Scoil Triest before 1st June. Teachers will visit pupil's current placement if all parties agree.

4. APPLICATION PROCEDURE:

When parents have made a written application for their child the application procedure begins.

Applications are considered under the following conditions.

- The child has a diagnosis of Autistic Spectrum Disorder following a publically funded Multi-disciplinary team assessment in accordance with international best practice guidelines or has had a privately funded diagnostic assessment of ASD approved by a publically funded team. The team must include a psychologist who has conducted the team assessment in conjunction with other disciplines which may include Psychiatry, Speech and Language Therapy, Occupational Therapy.

- In the case of assessments being presented to the Enrolment Committee which require translation from a foreign language, it should be noted that these should be translated by a professional who is locally accredited and certified.
- The child is assessed by a psychologist to be within the moderate to borderline level of intellectual ability.
- The child must be 12 years of age by the 1st September of the year of enrolment.
- When there is a query about a child's level of social awareness and awareness of disability, it will be necessary to evaluate the child's suitability for admission to Scoil Triest in consultation with parents, current teachers and multi-disciplinary staff.
- It is important to note that formal accreditation up to Junior Certificate level is available in Scoil Triest for those students who can meet that standard in individual subjects. Teaching resources are not provided for higher academic levels of certification.

5. NOTIFICATION OF VACANCIES:

- Before the 1st April each year the Principal will notify the Special Educational Needs Organiser (S.E.N.O.) of definite vacancies for the school for the following year. The S.E.N.O. will also be informed of names of children on the application list.
- When the places for the following school year have been filled the Principal will inform the S.E.N.O. of children who still remain on the waiting list without places.
- The S.E.N.O. will also be informed if vacancies occur during the school year. Vacancies may be filled as they arise during the school year following recommendation from the Enrolment Committee.

6. INFORMATION ON APPLICANTS REQUIRED BY THE ENROLMENT COMMITTEE.

- All up to date reports on the child are required by the Principal. on or before 1st March
- Applicants will only be considered at Enrolment Committee meetings where current Psychology reports are available to the group.
- Other reports including Speech and Language Therapy psychiatric, behaviour support reports if available, occupational therapy and social will also be required for information purposes in establishing if additional resources will be necessary should the child have additional needs. This

information will also be required to ensure that the child and the other students in the school can be educated together in keeping with health and safety requirements in Scoil Triest.

7. INFORMING THE PARENTS RE. DECISION OF THE ENROLMENT COMMITTEE.

- Parents are informed of decision relating to their own child within five working days of the Enrolment meeting.
- The parents / guardians will confirm in writing to the secretary of the Enrolment Committee of their intention to accept the offer of a place within two working weeks of the offer being made.
- Parents will be informed in writing if enrolment has been refused, the reason for refusal and of their right to appeal the decision to the Secretary General of the Department of Education and Science under Section 29 of the Education Act 1998. Appeals may be made on the Appeals Application Form, available on request from the school, within 42 calendar days from the date the decision of the school was notified to the parents. The form is also available on the DES website at www.irlgov.ie/educ.

8. TRANSFER OF STUDENTS

When parents have decided to transfer their child to another school, they are required to inform the Principal, in writing, as soon as possible. This will enable the school authorities to offer the place to another child.

9. CODE OF BEHAVIOUR / SCHOOL POLICIES

Children enrolled in Scoil Triest Special School are required to co-operate with the School / Board of Management's Code of Discipline as well as all other policies on curriculum, organisation and management.

The Board of Management expects that parents / guardians will work in partnership with school staff to ensure that their child co-operates with said policies in a manner appropriate to their child. A copy of the school's Code of Behaviour will be given to each parent to be signed and returned to the school as part of the enrolment process.

10. SUSPENSION / EXPULSION

In accordance with the terms and conditions laid down by the Education Welfare Act 2000, Section 23.2, a child may be suspended or expelled for gross misconduct in accordance with the school's Code of Discipline which can be furnished on request. This action will be taken when there is no alternative and according to the regulations of the National Educational Welfare Board.

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