

HOLY TRINITY N.S., FETHARD, CO. TIPPERARY

## **Admission Policy of Holy Trinity National School**

**School Address: Rocklow Road Fethard, Co. Tipperary**

**Roll number: 20355C**

**School Patron: Diocese of Cashel and Emly**

### **1. Introduction**

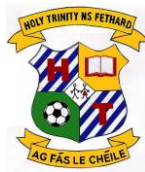
This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending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

The policy was approved by the school patron on 19<sup>th</sup> May 2020. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Holy Trinity NS admission process are set out in the school's annual admission notice which is published annually on the school's website - [www.holytrinitynsfethard.com](http://www.holytrinitynsfethard.com) 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.

The application form for admission is published on **the school's website - [www.holytrinitynsfethard.com](http://www.holytrinitynsfethard.com)** and will be made available in hardcopy on request to any person who requests it.



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### 2. Characteristic spirit and general objectives of the school

Holy Trinity NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cashel and Emly

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- a. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- b. a living relationship with God and with other people; and
- c. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- d. the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Holy Trinity NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

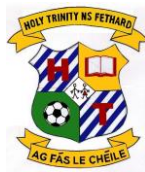
This policy is linked to other relevant policies within the school and in particular our Code of Behaviour.

### 3. Admission Statement

Holy Trinity NS 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.



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- Holy Trinity 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.
- Holy Trinity 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.

#### All denominational schools

Holy Trinity NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

#### Schools with special education class(es)

Holy Trinity NS 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.

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

Holy Trinity NS with the approval of the Minister for Education and Skills, has established a High Support class to provide an education for students in residential care in St. Bernard Group Homes. The Principal is part of the Admissions Committee of St. Bernard Group Homes.

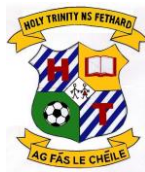
The criteria for enrolment to the class is as follows:

1. An **Enrolment form** for the High Support class provided by the school must be completed by the parents/guardians on behalf of the child. The parent/guardian will be referred to as the applicant throughout this policy.
2. This form must be accompanied by an **original birth certificate** and all other available professional reports such as (a) psychiatric/psychological assessment (b) Speech and language assessment (c) Occupational therapy report (d) Social work report (e) disability services report (f) Recent school report and related previous school documentation (f) Pre-school reports.
3. A **psychological assessment** must be provided which is dated within 18 months of application. Please note that all reports in operation on a child should be provided to the school for assessment by the Admissions Team.
4. A copy of the code of behaviour will be provided to the applicant to consider. Enrolment will be refused if the parent refuses/fails to accept and abide by it.

Holy Trinity NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for student with a diagnosis of Autism.

The aim of this class is to provide a quality driven, appropriate education service to all children in Special class, within the requirements of all recent legislation pertaining to Special Needs Education.

Our ASD class aims to offer an autism specific learning environment within a mainstream co-educational national



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school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

Please refer to Appendix 2 for detail regarding the specific Admissions Procedure to Special Class in Holy Trinity NS.

Effective provision for pupils with special educational needs within mainstream admissions in Holy Trinity NS is situated within an inclusive whole-school framework which emphasises effective teaching and learning for all and good collaboration and engagement between schools, parents/guardians and pupils. Supports provided to pupils with special educational needs will be based on identified needs and be informed by regular reviews of progress (in consultation with parents/guardians and pupils) as outlined in the Continuum of Support Guidelines (refer to Special Education Policy for further information).

## 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

### All denominational schools

Holy Trinity NS is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for parents/guardians: the inclusion of the above wording was mandated by the Education (Admission to School) Act, 2018.*

### School with special education class(es)

The first special class attached to Holy Trinity NS is a High Support Classroom for children in residential care and provides an education exclusively for those students 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. (as outlined in section 4)

The second special class attached to Holy Trinity NS provides an education exclusively for students with Autism Diagnosis 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.

### 5.1 Please refer to Appendix 1: Process for Admission to Mainstream Class

### 5.2 Please refer to Appendix 2: Process for Admission to Special Class

## 6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)



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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:

#### **6.1 Mainstream Admission:**

1. Children residing within the parish, priority eldest - considering access/distance to a school
2. Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address), priority eldest
3. Children of staff members, priority eldest
4. Children of past pupils
5. Children from outside the catchment area. Distance from the school, as measured by google maps.
6. Random selection (independently verified by Principal/Member of PA).

#### **6.2 Special Class Admission**

1. Pupils already enrolled in Holy Trinity NS who meet the admissions criteria for ASD Special Class

Please note:

\*Where there is a waiting list, enrolling into mainstream does not equal automatic entitlement to ASD classes.

\*Where there is a waiting list, enrolment into the mainstream does not equal automatic entitlement to access the services of the ASD Special Class even where a child who is enrolled in mainstream meets the admissions criteria for special class enrolment.

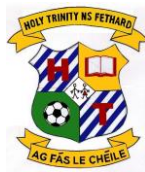
2. Applicants residing in the parish, priority eldest
3. Applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address), priority eldest
4. Children of staff members, priority eldest
5. Children of past pupils, priority eldest

If a space is still available it will be allocated by random selection of applicants working through the shortlisting criteria outlined at 6 & 7 below:

6. Children from Tipperary South and Tipperary North HSE area with no ASD special class placement
7. Children from Tipperary South and Tipperary North HSE area who already have an ASD special class placement

In the event that 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:

**Priority will be provided to the eldest child in accordance with the above criteria and as determined by the**



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### Board of Management.

## 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- 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 our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned and/or
- 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 or her family attending or having previously attended the school;  
(other than, in the case of the school wishing to include a selection criteria based on (1) outlined above - applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address), priority eldest.
- 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.

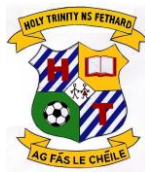
## 8. Decisions on applications

All decisions on applications for admission to Holy Trinity NS will be based on the following:

Phone: 052-6131493

Website: [www.holytrinitynsfethard.com](http://www.holytrinitynsfethard.com)

E-mail: [office@holytrinitynsfethard.com](mailto:office@holytrinitynsfethard.com)



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- 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 Holy Trinity NS you must indicate—

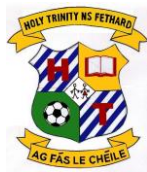
- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another 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 Holy Trinity NS where—

- i. it is established that information contained in the application is false or misleading.
- ii. 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.
- iii. 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.





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- v. The applicant has not provided all of the required documentation.

## 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—

- (i) 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 of 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

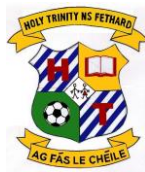
In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Holy Trinity NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Holy Trinity NS 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.

Applicants 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.





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### 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. Late applicants will be offered a place for the following September if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

### 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:

Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.

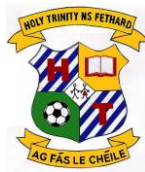
Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.

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:

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 Holy Trinity NS 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 Holy Trinity NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admissions policy.

No child will be refused admission except where the care needs or behaviour support provision required is incompatible with current school staffing and resources.



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**Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30th September of each academic school year.**

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

The Board of Management of Holy Trinity NS 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.

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses etc...

The following are the school's arrangements for students, where the parents or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

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

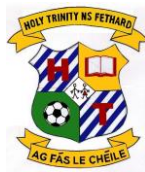
### **18. Reviews/appeals**

#### **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.



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**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.

The policy was ratified by the Board of Management of Holy Trinity NS on \_\_\_\_\_.

Signed: \_\_\_\_\_, Chairperson, Board of Management.

### **Appendices:**

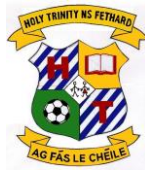
Appendix 1: Process for Mainstream Class Admission

Appendix 2: Process for Admission to ASD Special Class

Appendix 3: Mainstream Admission Application - Form 1

Appendix 4: Mainstream Admission Registration - Form 2

Appendix 5: ASD Special Class Admission Application – Form 1 (1)



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### Appendix 6: ASD Special Class Admission Registration – Form 2 (2)

#### **Appendix 1: Process for Mainstream Class Admission**

1. **Admission Application Forms (Form 1)** will be available from 1st October each year. This form must be fully completed by the parent/guardian on behalf of the child.
2. **Admission Application Forms (Form 1)** must be returned fully completed to the school on or before 18<sup>th</sup> February of the given year of entry.
3. If offered a place, an **Acceptance Form** is issued by the school along with an **Admission Registration Form (Form 2)** and additional documentation as outlined. This must be returned to the school within **seven days**. If confirmation is not received within that time, the place will be reallocated.
4. If the application fulfils all of the enrolment criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child's name on a waiting list. The waiting list will operate in accordance with the enrolment criteria and priority order as outlined within the policy document.
5. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year.
6. Those that wish to reapply for a place for the following school year must reapply in accordance with the Admission Policy for that school year.
7. 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.



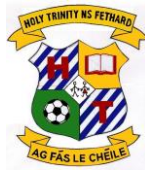
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### **Appendix 2: Process for Admission to ASD Special Class**

1. Prior to commencement of any admission process to special class, parents are advised to consult the SENO in order to ascertain the most adjacent special class to their own geographical location.
2. Having been advised by the SENO that Holy Trinity NS is the most adjacent special class with availability, parents/guardians must then adhere to the admissions process of the school as outlined below.
3. Parents/Guardians are reminded to advise the SENO and follow up with school, if the sanction of transport/bus escort is required by the Department of Education and Skills.
4. **Admission Application Forms (Form 1)** will be available after the 1<sup>st</sup> October each year. This form must be fully completed by the parent/guardian on behalf of the child.
5. **Admission Application Forms (Form 1)** and requested documentation must be returned fully completed to school on or before 1<sup>st</sup> December of the academic year prior to entry.
6. Parents/Guardians are reminded that applications to Special Class will only be processed on the basis of the inclusion of relevant professional reports with the Admission Application Form. The following statement must be included within the reports:
  - i. Diagnose ASD according to DES guidelines – DSM IV/V or ICD 10 sanctioning letter
  - ii. State that placement in an ASD Special Class in a mainstream school is the most appropriate setting at this time. It is envisaged that reports should differentiate between a Special Class setting and Special School setting to ensure the needs of the child are accurately met.

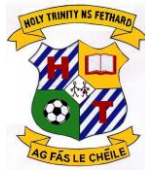
**Please note that consideration for special class admission will not be provided where reports state special school as opposed to special class provision is most suitable to meet the child's learning needs.**

- iii. Reports should not be more than two years old from the date of proposed enrolment (i.e. start date of the academic year)



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7. The withholding of reports and pertinent information from the school Admissions team will invalidate an Admission Application at any time. Where there is insufficient information provided about a child, the school may not be able to make a decision.
8. Following the closing date for application – **1<sup>st</sup> December of the year prior to entry**, the list of applications will be reviewed by the admissions committee. Factors taken into consideration will include:
- Diagnosis** – child must have professional reports as outlined in point 6(i) above
  - Integration** – child must be capable of integrating into the mainstream, at an age appropriate level and from a health and safety point of view
  - Appropriateness of the placement** – child must be able to access the primary school curriculum. Where a general learning disability also presents, it must fall within the “mild GLD” range to ensure the child can access the primary school curriculum when integrating into mainstream classes.
9. The parents/guardians of a child applying for a place in Special Class may be invited to visit the school to meet with the Principal in January of the year of entry. Any further information requested from the parent/guardian will be provided at this meeting.
10. Places will be offered at the start of February of the year of entry. If offered a place, an **Acceptance Form** is issued by the school along with the **Admission Registration Form (Form 2)**. This must be returned to the school within seven days. If this confirmation is not received within that time, the place will be reallocated.
11. Once the completed Acceptance Form and Registration Form (Form 2) have been received, the Principal will meet with parents/guardians again to complete the **NCSE Special Class Application Form**. This form is then forwarded to the SENO who finalised the decision on whether or not the child can be enrolled in the ASD Special Class.
12. If the application fulfils all of the criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child's name on a waiting list. The waiting list will operate in accordance to the enrolment criteria and priority order as decided by the Principal.
13. The maximum class size is 6 pupils, having due regard to space allocated per child, as per Health and Safety Regulations and according to DES guidelines. If the number of applicants eligible for enrolment exceeds the number of places available, the selection criteria as outlined in Section 6 Oversubscription of the Admissions Policy will apply.



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14. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year.

15. Those who wish to apply for a place for the following school year must reapply in accordance with the Admissions Policy for that school year.

16. Please note that fulfilling the admissions criteria does not necessarily ensure admission if sufficient place are not available and/or sufficient classroom space is not available.

17. Parents/Guardians will be requested by the school to consent to a visit by school staff to the child's pre-school/school/home setting to observe the child. The purpose of this visit will be to liaise with pre-school/early-intervention/school setting with a view to supporting transition into special class setting.

18. Parents/Guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.

19. An open afternoon for all prospective pupils and their parents/guardians will take place in Term 3 of each year. This first year of the child's enrolment in ASD Special Class will be used to assess their educational needs, develop a Support Plan to address these needs and assess whether the placement is appropriate.

20. The BOM seeks to ensure that placement within the ASD Special Class for children are reviewed annually in order to ensure that the placement continues to be appropriate for each child.

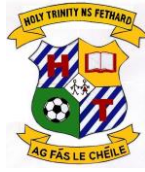
21. It is the policy of the ASD Special Class, being a class attached to a mainstream school, to encourage the inclusion of the children with ASD in mainstream classes, once this is in the best interests of the child, while also having due regard to the educational benefit of all pupils enrolled in our school.

22. The factors for consideration of enrolment/admission as outlined in point 6 above, taken by the Admissions Team are core reflections when offering placements.

23. It is school policy to facilitate the discharge of pupils from Special Class once they have reached the age of thirteen. Pupils who reach the age of thirteen after September 30<sup>th</sup> in any year will be permitted to complete that academic year. This means a June discharge in the following year.

24. Discharge may also be recommended at any stage within the first year and subsequently if following psychological assessment and consultation with parents/guardians, it is felt that the placement is no longer appropriate or serves the best interest of the child. The school also reserves the right to review the child's progress after each year to determine whether this is an appropriate placement for the child.





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