**St. Joseph’s Special School,**

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**Chairperson of the Board of Management: Audrey Pidgeon**

**Principal: Sarah McGinley**

# **Timetable for Review**

As necessary

**Admissions Policy 2020**

## **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 [8 June 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 St Josephs Special School 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.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

St. Joseph’s is a special primary school which caters for pupils between the ages of four and eighteen years with moderate general learning disabilities. The school has been allocated five teachers for children with autism within this range. Further staff allocation has been approved for pupils with multiple difficulties. In general pupils with autism are integrated throughout the school. However, in exceptional circumstances autism specific classes can be set up if this is deemed to be the most effective option. The school is in Galway City and under the patronage of Ability West and is managed by a school Board of Management.

## **Admission Statement**

St Joseph’s Special School will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. 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 Joseph’s is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

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

St Joseph’s with the approval of the Minister for Education and Skills provides an education exclusively for students with Moderate General Learning Disabilities & Autism within that range.

## **Admission of Students**

1. **Admission of Students and Admissions Process**
	1. **General Principle**

St Joseph’s Special School provides an education exclusively for students who have a moderate general learning disability and pupils with Autism within that range and may refuse admission to a student where the student does not have the specified category of special educational needs provided for by this school. St. Joseph’s Special School must verify that all applicants possess this category of need. The steps below are for the purpose of ascertaining if applicants come within the category of special needs catered for by the school, and the steps therefore apply to **all applications** regardless of whether the destination class in question is oversubscribed or not.

* 1. **Overview of Application and Admissions Process**
		1. Parents/guardians are asked to contact the school to obtain an Application Form from the school office or download one from the school’s website. This form must be completed in full and all requested documentation must be included to be considered for admission. Applications will only be accepted for the following year of entry from the 1st October onwards. The Application Form **must be** returned before the Closing Date for Applications for that particular year of entry. The closing date is set out in the annual Admissions Notice published on the school website. (For example, applications for September 2030 will only be taken from October 1st 2029 to the Closing Date).
		2. Please note Applications are accepted each year ONLY between 1st October and the Closing Date for the following September. Applications received before that period **WILL NOT BE CONSIDERED** and will be returned to the sender. Applications which are returned to a parent due to the application being received out of time can be appealed in accordance with the procedure set out at Section 18 below.
		3. Please note that as St. Joseph’s Special School is a special school, it does not have a particular intake group as many mainstream schools do. In our school, we accept applications from children aged between 4 on the first of September in the year of entry and less than 18 on the 1st September in the year of entry. Applications are treated as applications for particular destination classes based on the child’s age and recommended teacher/pupil ratio. Class groupings vary from year to year as students leave the school or move to other schools.
		4. Please note that subject to the school **not** being **oversubscribed** (i.e. that there are places available in the class assigned to the applicant) the policy of the school is to admit all applicants as per section 6
* whose special education needs fall within the categories of need catered for by the school, and
* who have submitted the appropriate documentation to establish this profile of special educational need, and
* who fulfil the Threshold criteria set out below at Section 5.7, and
* Whose parents/guardians have confirmed that the Code of Behaviour of the school is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by their child.
	1. **Initial School Visit**

Before making any application, the child’s parents/guardians are warmly encouraged to organise a visit to the school so that they will be better able to decide on the suitability of the school for their child. They should try and do so before the deadline for receipt of applications. Such a visit will not give their child any priority and is solely to allow the parents inform themselves better about the school. This gives the parents an opportunity to meet the teachers and see the school as we do not have an open evening.

* 1. **Who can make an Application?**

St. Joseph’s Special School welcomes applications from parents/guardians. As the Constitution recognises parents as the primary educators of their child, applications will only be accepted from parents, legal guardians or someone acting on foot of a court order or statutory power in a parental role.

* 1. **Steps in the Application and Admissions Process**

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

1. Parents/guardians download a copy of the Admissions and Participation Policy and Application Form from the school website or obtain it from the School Office**;**
2. Parents are asked to return the following:
	1. Completed Application form;
	2. Full birth certificate;
	3. Proof of Address e.g. utility bill; household bill, etc.
	4. Recent psychological assessment report from within the last **12 months** and which must contain a detailed recommendation from the Psychologist for the child to attend a special school with a statement from the Psychologist as to why a special school placement would be more appropriate for this child than a mainstream school placement; AND must contain a statement recommending that the child will need access to a bus escort and transport to school.
	5. Up to date reports from the child’s present school/pre-school (from within the last 12 months) with the details of the learning and social development of the child and any behaviour issues of relevance.
	6. Any other professional reports available from the last 24 months such as:
		* Psychiatric Assessment,
		* Speech & Language Assessment,
		* Occupational Therapy Report,
		* Social Work Report,
3. Following receipt of the Application form and submitted materials, the Board will arrange a meeting to determine the allocation of places, as per the criteria set out below. Each applicant will be assigned a class based on their age. If **all** the documents listed at 5.5 (b) (i)- (vi) are not included with the application, the application will be deemed incomplete, will be returned to the child’s parents and will not be considered.
4. The Board of Management will consider each application in light of the Threshold Criteria regardless of whether the applicants destination class is oversubscribed or not. If the destination class is oversubscribed, each application for that class will be assessed in accordance with the Assessment Criteria set out below in Section 6.
5. If the Board of Management decides 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 (or within 21 days of the receipt of the application, whichever is the later). The offer will be subject to parents providing written agreement for their child to adhere to the school’s Code of behaviour and the other policies listed on the Application Form. If the Board decides not to enrol a child the parents of the child will also be informed within 21 days and will be provided with reasons for non-admission as per Section 9.If the Board of Management have accepted the child for admission, the Board will then inform the National Council for Special Education (NCSE) of the decision and seek its approval for the placement and its sanction for school transport arrangement. This process may take 6 to 8 weeks.
6. Parents/guardians will be requested to respond to the offer of a place by a specified date (failure to respond by that date will result in the offer lapsing) and parents accepting places will return to the school the completed application forms including the NCSE school transport and SNA support forms, if applicable;
7. If the child meets the Threshold Criteria below but admission is refused on the ground that the class is full, parents/guardians will be informed that there is currently no place available but will be asked if they wish their child to be placed on the Waiting List (described below in Section 13). The school will advise the parents of the appeals procedure set out below.
8. If the child does not meet the Threshold Criteria below, the parents/guardians will be advised that the school is formally declining a place to their child in the school and will advise the parents of the appeals procedure set out below.
	1. **Principles applying to the Application and Enrolment Process**

Parents should note the following principles which apply to all applications for enrolment to the school:

* + 1. Where possible, enrolment should take place at the beginning of the school year. Consideration will be given to an application during the school year where a vacancy arises and there is no applicant listed on the waiting list for that destination class.
		2. The receipt by the school of a completed 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. The school does not operate its applications process on a first come, first served basis - each application will be considered on its merits and in light of the places available in the different classes in the school.
		3. Siblings of students in the school are not automatically entitled to a place in the school.
		4. Please note that **all reports** relating to a child which have been drafted by a psychologist, psychiatrist, behavioural therapist, pediatrician or other relevant medical practitioners (who have produced a report relating to the child’s cognitive development, learning ability or educational development) within **the two years** preceding application **must** be provided to the school for assessment by the Board of Management. The withholding of reports from the Board of Management may invalidate an Admission Application at any time. If, after admission, 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 admission, in the child involved losing their place in the school.
	1. **Consideration of applications –**

Applications for admission to St. Joseph’s Special School will only be considered where a child meets **all** of the following criteria:

Threshold Criteria for Consideration of Application:

Applications will only be considered where the appropriate professional’s report included in the child’s application confirms that:

1. The child is in the moderate cognitive range (as confirmed by an appropriate professional’s report included in the child’s application) and therefore has the ability to benefit from the education and skills programmes offered in the school;
2. The child is in the moderate adaptive range (as confirmed by an appropriate report included in the child’s application) and therefore has the ability to benefit from the education and skills programmes offered in the school;
3. a recommendation from a psychologist is required outlining why placement in a special school catering for students Moderate general learning disability is more suitable than placement in a mainstream school.

**AND where ALL the following conditions are met:**

1. The application form was fully completed and included all enclosures appropriate to the application.
2. The child is at least 4 years old and has not reached their 18th birthday on the 1st of September of the year of entry;
3. The assessment reports provided are from the last 12 months
4. That there is **no** evidence from assessment reports that the student has been expelled from a previous school for behaviour that caused injury to others. If there is such evidence, given the vulnerable nature of students enrolled in our school, the application will not be considered.
5. The child’s primary diagnosis is not one of Emotional and Behaviour Disorder. Given that we do not have the expertise to assist such children and further given given the vulnerable nature of students enrolled in our school, applications in respect of children whose primary diagnosis is of Emotional and Behaviour Disorder will not be considered.
	1. **Exceptional Circumstances warranting refusal of an admission –**

Even where the child would otherwise be eligible for admission, the school reserves the right to refuse admission 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 Skills 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.
		3. The pupil has previously been expelled from St. Joseph’s Special School or any other school in circumstances where the Board of Management feels that placement in St. Joseph’s Special School would not be appropriate for the child.

## **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:

**6.1 Priority Of Applications**

Where the destination class is oversubscribed, places will be offered each September to qualifying applicants (i.e. those who meet all the Threshold Criteria) based on a ranking of their application on the following Assessment Criteria. Each application for an over-subscribed class will be considered by the Board and ranked in accordance with the Assessment Criteria set out below.

The school has a limited number of places and must prioritise its available places for those students who would most benefit from them. Where the documentation provided is not adequate or is not in accordance with the requirements of this policy, this may result in an applicant receiving a nil score in a particular category.

**6.2 Assessment Criteria:**

On application, students will be considered for destination classes based on their age and appropriate teacher pupil ratios applicable to each student. If the destination class for an applicant is oversubscribed, and all applicants fulfil the threshold criteria, then age will be the sole decider, with the oldest children ranking highest for each destination class.

* + 1. It may occasionally occur that a child requires such additional physical space, resources or staffing support that that child effectively requires the equivalent of two or more places in that class (as determined by the child’s designated pupil/teacher ratio). This may correspondingly reduce the number of other places available or may mean that even where the Board has identified a class grouping as having two available places, that class would now be full in light of that child’s needs. Such a circumstance is within the discretion of the Board to limit class size where required for safety or educational reasons.
		2. If there is no place available for the child in the assigned class then the application will be refused. If there is a place available in a particular class and there are a number of applicants for the same place, then the Board of Management will rank each such application in accordance with their age as per the Assessment Criteria above and applicants will be offered any available places based on their ranking on this criteria.

The following will also be given consideration

* That St. Joseph’s Special School is the nearest appropriate designated school.
* That there is room in the class designed to meet the assessed needs.
* That there is room for our current pupils to progress to the next appropriate class.
* The child will be able to tolerate a classroom environment containing other children;
* The composition, special needs and ages of the pupils currently enrolled in the class into which the child would be admitted
* That placement in a class is age appropriate.
* The impact of enrolment on the proposed class group.

In the event of two or more children who are candidates for the same place having the same date of birth or weighting for a space. The names of all eligible applicants will be entered into a lottery.

In the event that there is more than one place available, and these places are in different classes, a separate lottery will be conducted for each class that is oversubscribed.

Only children whose date of birth matches the age profile of the class in question will be entered into the lottery for that class.

The lottery will be performed by the Principal and witnessed by a parent nominee/ the chairperson/a representative of the Board of Management or a /community Guard/ Peace Commissioner.

For each lottery, the name of each eligible applicant will be placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The order in which the names are drawn from the drum will be recorded on a numbered list. The place or places available will be offered to the applicants in the order in which they appear on the list. If an applicant refuses the offer of a place, the place will be offered to the next candidate on the list, and so on until all places have been accepted.

## **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:

1. 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

1. the payment of fees or contributions (howsoever described) to the school;
2. a student’s academic ability, skills or aptitude;

(other than in relation to: admission to (a) a special school insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned )

1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents;
2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;
4. 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.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

## **Decisions on applications**

All decisions on applications for admission to St Joseph’s Special School 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](#_Late_Applications) below in relation to applications received outside of the admissions period and [section 15](#_Procedures_for_admission)  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.

## **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](#_Reviews/appeals) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St Joseph’s Special School 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.

## **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 Joseph’s Special School where—

1. It is established that information contained in the application is false or misleading.
2. 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.
3. 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
4. An applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_Acceptance_of_an) above.

## **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.

## **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 Joseph’s Special School 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.

**Waiting List**

* + 1. Where a place is not available for a particular child who otherwise meets the Threshold Criteria listed above in Section 5.7 and the Board of Management is refusing to enrol the child in a particular class as it is full, the parents will be asked if they wish their child be placed on the Waiting List.
		2. The Waiting List will operate for one school year. It will run until the end of the Academic Year for which the offers were made in that Applications Process. **On the last of day in June of each year, the Waiting list will cease to operate**.
		3. If a child is entered on the Waiting List for a particular academic year, this will not give them any priority for entry in the academic year commencing the following September. A new application for the child will be required for the following academic year even if they are placed on the Waiting List and his/her application will be processed again under the Admissions and Participation Policy.
		4. The child will be listed on the Waiting List only in respect of the class for which his/her application was considered (the destination class) and each child will be listed on the Waiting List in the order of their ranking according to the Assessment Criteria. If a place becomes available during the Academic Year in the destination class, the place will be offered to applicants on the Waiting List in the order that they are listed on that list.
		5. If the child’s parents/guardians wish to reapply for entry the following Academic year, they may do so. Their child will continue to be listed on the Waiting List in the interim until the end of the Academic Year.
		6. Parents should note that if during the academic year in question, the child ceases for any reason to meet all the Threshold Criteria, the child will be removed from the Waiting List and will be formally refused a place in the school.

## **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.

## **Procedures for admission of students to other years and during the school year**

15.1 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:

St. Joseph’s Special School is a special school, and as such it does not have a particular intake group as many mainstream schools do. In our school, we accept applications from children aged between 4 and 18 each year. Applications are treated as applications for particular classes. At an early stage of the application process, a child is assigned to a class based on the child’s age. Class groupings vary from year to year as students leave the school or move to other schools.

15.2 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:

Taking into account first

* Available space
* The school regarding the move to be in the best interest of the child
* The school regarding the move to be in the best interest of existing students
* The schools curricular provision being suitable
* Health and safety considerations

All applications for admission for a particular academic year received after the start of the academic year will be treated as a Mid-Year Application for that year and will be considered in accordance with our school’s admissions policy, the Education (Admissions to School) Act 2018 and any regulations made under that Act. Applicants should note that the school is usually heavily oversubscribed and there are rarely if ever any vacancies during the school year. Vacancies are normally filled from waiting list operated by the school in accordance with the procedures above. Midyear applications will therefore most likely be waitlisted (assuming they meet the Threshold Criteria referred to above) for the academic year in question. Mid-year applications which meet the Threshold criteria above will be placed on the Waiting List in accordance with their scores on the Assessment Criteria. Mid-year applications which do not meet the Threshold Criteria above will be refused and the parents/guardians informed of their rights of appeal/review set out below in Section 18.

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

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

1. an application for admission of a student to the school, or
2. The admission or continued enrolment of a student in the school.

##  **Arrangements regarding students not attending religious instruction**

The following are the school’s arrangements for students, where the parent~~s~~ 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:

## St. Joseph’s does not provide formal religious instruction on a day to day basis. Traditionally, on a case by case basis, the school has facilitated the practical preparations for First Communion and Confirmation for students who are of a Roman Catholic denomination. The students are based in various classes throughout the school. Alternate arrangements are put in place for those students who are not participating in these Programmes and there is no reduction in their school day.

## **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.

1. **Progression at the School and continued participation in the School.**
	1. While it is envisaged that, once admitted, most students will remain in St. Joseph’s Special School until they complete their education at 18 years of age, a child’s ongoing participation at St. Joseph’s Special School is contingent upon the child’s continued adherence to the Code of Behaviour.
	2. Additionally, some children’s needs may change overtime and exceed what the school can cater for.
	3. If at any point during the child’s time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that:
2. allowing the child to remain may result in adverse educational outcomes for the child or other children in the school, or
3. if the child applied for admission to the school now, he or she would not meet the above requirements of this policy, particularly in terms of the child’s primary diagnosis, presence of Emotional and Behavioural Disorder as a primary diagnosis or the absence of a general learning difficulty,

After engaging in consultation with the parent(s)/guardian(s) and having reviewed the assessment report of the professional in question, the Board of Management may decide to remove the child’s name from the school roll and offer the child’s place to another child.

* 1. If at any point during the child’s time in the school, the Principal recommends to the Board of Management that a child enrolled in the school be sent for an assessment of the type referred to in paragraph 19.3, the Board shall seek the parent’s consent for this assessment. If this consent is not forthcoming the Board may have to take a decision without the benefit of such a report and may proceed to as per paragraph 19.6 below.
	2. The report of the professional conducting the assessment will be furnished to the parents. They will be given an opportunity to respond to it and, if appropriate, to obtain a report from an appropriate professional responding to the report. Any responding report or parental response must be provided within 6 weeks of the school notifying the parents of the commencement of this process.
	3. The Board of Management will also ask the Principal for a detailed report setting out her/his recommendations.
	4. All available reports (including the Principal’s report) will be considered by the Board at a meeting. The parents of the child will also be provided with a copy of the Principal’s report and will have the opportunity to address the Board at that meeting before the Board retires to take its decision in private. The parents will be notified of the Board’s decision within 5 school days of the Board meeting to consider the reports.
	5. The Board may decide to
		1. allow the child to continue to participate in and be enrolled in the school for a specified period before the child’s needs are reviewed again,
		2. allow the child to continue to participate and be enrolled in the school until they reach the age of 18 and would no longer be enrolled.
		3. Dis-enrol the child by removing their name from the school roll and offering the child’s place to another child.
	6. As dis-enrolment would involve the permanent exclusion of the child in accordance with S.29(1)(a) of the Education Act 1998, the child’s parents may appeal this to the Department of Education and Skills within 42 days of the date of the decision to dis-enrol the child.
	7. Where a child is being dis-enrolled from the school, the school will make every effort to support families to make the transition to another placement.

# Roles and Responsibility

* + The principal has overall responsibility for coordinating this policy.

# Implementation Date

From June 2020

# Timetable for Review

As necessary

# Review and Ratification

The Board of Management is aware that this plan was reviewed in May 2020. The amended document was presented for ratification September 2020.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairperson, Board of Management

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sarah McGinleyPrincipal