Coláiste Pobail Acla

ASD Unit Admissions Policy

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1. Background

Coláiste Pobail Acla is a multi-denomination co-educational school under the patronage of the Mayo, Sligo Leitrim ETB. Procedures for admission are set out having regard for the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Needs Act 2004.

The Autism Support provision in Coláiste Pobail Acla is funded and resourced by the Department of Education and Science. This school policy has regard to the funding, resources, services and spaces available.

2. Health Service Executive Input

Essential services are provided by the Health Service Executive. These services include Speech and Language Therapy and Occupational Therapy.

Coláiste Pobail Acla has no control over these services, merely acting as a relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive and not to Coláiste Pobail Acla.

3. Enrolment

The Board of Management reserves the right of admission within the terms of this policy. The Board of Management will not, however, refuse a child based on:

1. Gender
2. Civil Status
3. Family Status
4. Sexual Orientation
5. Religion
6. Age
7. Disability
8. Race
9. Traveller Status

School Management will process any applications for enrolment in the ASD Unit.

Enrolment in the ASD Unit is a dual enrolment process and is reserved for students who have successfully enrolled in Coláiste Pobail Acla in the first instance.

School Management reviews the psychological assessment of the applicants and any enrolment is subject to the approval of School Management.

By accepting a place in Coláiste Pobail Acla, parents/guardians also agree to accept all current and future school policies.

4. Criteria for Enrolment

- Each child in the class must have a definite diagnosis of Autism.
- The Support will only cater for children who are 12 years of age or more and less than 18 years of age on the 1st September of the school year in question, unless there is specific approval from the Department of Education for a student who is outside this upper age limit.
- Prospective students must have a recommendation from a NEPS psychologist, psychiatrist or multidisciplinary team to qualify for consideration for a placement in the Autism Support Programme. The placement of a student in the Autism Support Programme must be sanctioned by the SENO.
- Under guidelines from the Department of Education the number of places in the Autism Support is limited to **six** students per room.
- In the absence of full disclosure of the applicant's assessments School Management has the right to refuse admission or to reserve admission until the necessary documentation is presented.
- It is a policy of the school not to accept transfers into the Autism Support Programme after the commencement of the school year.

5. Enrolment Procedure

1. The process of enrolment begins with a referral from an external agency or telephone call or visit in person from the parents/guardians.
2. A school application form, showing family details and medical history is then completed. This application must be accompanied by a recent educational psychological assessment and diagnostic report.
3. Fully completed applications are then recorded in the applications file.
4. Only applications that meet the criteria for enrolment above will be considered as suitable applications.

If the number of the children on the list of applicants exceeds the number of places available, the following ranked criteria will apply:

1. Applicants with siblings already in the school.
2. Applicants attending the feeder schools listed in Section 6.
3. Applicants not attending these feeder schools for whom this Autism Support would be the nearest facility.
4. Applicants not in any of the above categories.

Allocation of a place in Coláiste Pobail Acla does not guarantee a place in the Autism Support for any student.

If the number of applicants at any of the ranked criteria above exceeds the number of places available, then the available places will be allocated on the basis of date of birth, with priority being given to the oldest applicant at the criteria level and continuing thus forth until all places are filled.

Should two or more applicants share the same date of birth; places will be allocated on the basis of the date that fully completed applications were recorded in the applications file.

6   Primary Feeder Schools

Bunnacurry N.S.
Tonragee N.S.
Valley N.S.
Saula N.S.
Achill Sound N.S.
Dookinella N.S.
Dooagh N.S.
Mulranny N.S.
Drumgallagh N.S. (Ballycroy)
Newport N.S.
Scoil Naomh Bhride N.S. (Ballycroy)

Please note that the fulfilling of the enrolment criteria does not necessarily ensure enrolment if:

1. Necessary resources pertaining to the enrolment are not available
2. Sufficient classroom space is not available

The school reserves the right to refuse enrolment to any student with Autism in very exceptional situations. Such a situation could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet these needs.
2. In the opinion of the Board of Management, having been furnished with all available student records/reports, the student poses an unacceptable risk to other students, to school staff or to school property.

The Board of Management of Coláiste Pobail Acla respects the rights of the existing school community and the children already enrolled in Coláiste Pobail Acla. This consideration is paramount when assessing entry to the Autism Support.

7 Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: _____   Date:_____

    Mr. Pat Kilbane

    Chairperson of the Board of Management

Signed: _____   Date:_____

    Mr. Paul Fahy

    Board Secretary & School Principal (Acting)

Appendix 1 – Abbreviations and Acronyms

Below is a list of abbreviations and acronyms used across several Coláiste Pobail Acla policies and documents.

ACE	Autism Centre of Excellence
ASD	Autistic Spectrum Disorder
BOM	Board of Management
BSP	Behaviour Support Plan
CAMHS	Child and Adolescent Mental Health Services
CAT	Cognitive Ability Test
CPNS	Child Protection Notification System
CSPE	Civic, Social and Political Education
DDLP	Deputy Designated Liaison Person
DEIS	Delivering Equality of Education in Schools
DLP	Designated Liaison Person
EP	Education Plan
EPSEN	Education for Persons with Special Educational Needs
ETB	Education and Training Board
GRT	Group Reading Test
HSCLO	Home School Community Liaison Officer
HSE	Health Service Executive
ICT	Information and Communication Technology
IEP	Individual Education Plan
JCSP	Junior Certificate Schools Programme
LCVP	Leaving Certificate Vocational Programme
LGBT	Lesbian, Gay, Bisexual, Transgender
MUGA	Multi Use Games Area
NBSS	National Behaviour Support Service
NCBI	National Centre for the Blind Ireland
NCSE	National Council for Special Education
NEPS	National Educational Phycological Service
NEWB	National Education and Welfare Board
NLN	National Learning Network
OT	Occupational Therapy
PC	Pastoral Care
PE	Physical Education

RACE	Reasonable Accommodations at Certificate Examinations
RE	Religious Education
RSE	Relationships and Sexuality Education
SCP	School Completion Programme
SEN	Special Educational Needs
SENO	Special Educational Needs Officer
SESS	Special Education Support Service
SETS	Special Education Teacher Support
SNA	Special Needs Assistant
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TUSLA	Child and Family Agency
TY	Transition Year