****

**Síolta ASD classes Enrolment policy**

**Revised December 2018**

**SÍOLTA ENROLMENT POLICY**

**Classes for children with Autistic Spectrum Disorder (ASD)**

**Background**

At Scoil Padre Pio we have five classes collectively known as ***Síolta*** that are specifically designed for children with ASD. We have one preschool “Early intervention” class and four primary school classes ranging from junior infants to sixth class depending on the profile of the children enrolled. The purpose of these classes is to support children with ASD, who are experiencing, or would experience, difficulty in a mainstream class setting, to access the curriculum and maximise their potential for learning and personal development. These classes also serve to prepare children with ASD to (re)integrate into the mainstream school setting. Therefore, enrolment to these classes will only be available to children with ASD who, with the supports available in Scoil Padre Pio, will have the capacity to, at least, partially integrate into a mainstream class.

**Enrolment Procedure for the Early intervention preschool class**

* The process of enrolling in our special classes supporting children with ASD begins with an enquiry to the school – this can be a telephone call, e-mail or an arranged visit from the parents/guardians.
* Requests for enrolment application forms and queries should be made to: Principal, Scoil Padre Pio , Churchfield, Cork city / TEL: 021 4302045 / email: [siolta@scoilpadrepio.com](mailto:siolta@scoilpadrepio.com)
* The completed application form must be returned with the necessary reports and recommendations.
* Applications must include a diagnosis of ASD
* Each application will be reviewed by an admissions team consisting of the school principal, the special needs coordinator and a special class teacher,
* Once this process has been completed the applicant secures a place on the waiting list of applicants. This list is organised based on our enrolment criteria outlined below.
* When a place becomes available the parents will complete an admissions form. The parents will have two weeks to return this form or the place will be offered to the next child on the waiting list. The parents and principal will also complete the “Notification to NCSE of enrolment in a special class”. This is Form 7 available on [www.ncse.ie](http://www.ncse.ie/)
* If there are insufficient places for all the children on the waiting list, the applicants without a place will be notified by post.

***The Early intervention class and the primary school classes are separate applications and waiting lists. Entry into the early intervention class does not guarantee entry into the primary ASD class. Applications must be made separately. Applications for the primary ASD classes are outlined below.***

**Enrolment Procedure for the primary age classes**

* The process of enrolling in our special classes supporting children with ASD begins with an enquiry to the school – this can be a telephone call, e-mail or an arranged visit from the parents/guardians.
* Requests for enrolment application forms and queries should be made to: Principal, Scoil Padre Pio , Churchfield, Cork city / TEL: 021 4302045 / email: [siolta@scoilpadrepio.com](mailto:siolta@scoilpadrepio.com)
* The completed application form must be returned with the necessary reports and recommendations.
* Applications will only be considered if the following documentation are included:
  + - a diagnostic or psychological report outlining a diagnosis of autism meeting DSM IV/V or ICD diagnostic criteria
    - a recommendation for an ASD unit attached to a mainstream school.
* Each application will be reviewed by an admissions team consisting of the school principal, the special needs coordinator and a special class teacher,
* Once this process has been completed the applicant secures a place on the waiting list of applicants. This list is organised based on our enrolment criteria outlined below.
* When a place becomes available the parents will complete an admissions form. The parents will have two weeks to return this form or the place will be offered to the next child on the waiting list. The parents and principal will also complete the “Notification to NCSE of enrolment in a special class”. This is Form 7 available on [www.ncse.ie](http://www.ncse.ie/)
* If there are insufficient places for all the children on the waiting list, the applicants without a place will be notified by post.

**Enrolment Criteria**

The maximum class size is in each special class is six pupils. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order, beginning with number one – subject to meeting all the criteria and completing all the procedures previously outlined in this policy.

**These criteria will decide the waiting list order but are not essential for application.**

1. The applicant is already enroled in the school in another setting.
2. The applicant has a multi-disciplinary report or assessments from multiple professional relating to their diagnosis of ASD. (For example; Occupational therapist, speech and language therapist, educational psychologist etc.)
3. The applicant has siblings attending the school.
4. The applicant lives within the catchment area.
5. The applicant is the child of a current staff member.

These criteria are explained in greater detail below;

* **Criterion 1)** Children with an ASD diagnosis currently enrolled in the school.

*If the number of applicants in category 1 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:*

*1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.*

*2) Length of time waiting for enrolment.*

*3) Which setting they are currently enrolled; Early intervention, Mainstream primary class, Early start preschool.*

* **Criterion 2)** Children with a multi-disciplinary report or assessments from multiple professional relating to their diagnosis of ASD

*If the number of applicants in category 1 exceeds the number of available spaces, priority will be given to applicants who have a multi-disciplinary report or have been seen by multiple professionals regarding their ASD diagnosis.*

*The school will accept both public and private reports.*

* **Criterion 3)** Children with an ASD diagnosis who have siblings already attending the school.

*If the number of applicants in category 1 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:*

*1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.*

*2) Length of time waiting for enrolment.*

* **Criterion 4)** Children with an ASD diagnosis living within the catchment area as outlined in our general enrolment policy.

*If the number of applicants in category 3 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:*

*1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.*

*2) Length of time waiting for enrolment.*

*3) Distance from the family home to the school.*

* **Criterion 5)** Children with an ASD diagnosis who are the children of a current staff member.

*If the number of applicants in category 4 exceeds the number of available places, the Board reserves the right to determine the applicants to be enrolled. The following criteria will be considered:*

*1) Suitability for enrolment considering the needs/age/abilities of those currently enrolled and those seeking enrolment.*

*2) Length of time waiting for enrolment.*

Every year, the school will write to all parents/guardians of applicants on the waiting list offering them an option to stay on the list.

**Inclusion**

The Board of Management will not refuse a child on the basis of ethnicity, disability,) traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

* Necessary resources pertaining to the enrolment are not available
* Sufficient classroom space is not available
* The Admission Team decide that the school is unable to adequately meet the needs of the child

**Placement**

1. After placement in the class a relevant student support plan will be provided for the child. This plan will have an input from all parties involved with the education of the child.

2. Each child in the A.S.D. class will be assigned to an age appropriate mainstream class for integration purposes provided that this is in the best interests of the child, while having due regard to the educational benefit of all pupils enrolled in our school. Every opportunity will be used to promote inclusion in mainstream classes provided the child is ready for this step and has the necessary supports in place.

3. All new reports must be sent into the school to ensure we have the most relevant information to best support the child. The school will use the most up to date reports for recommendations and to assess the needs of the child.

**Review of placement**

A review will take place yearly to assess the suitability of the placement.

* The review will be carried out by school staff with parental involvement
* The most up to date reports will be used for recommendations and review of suitability of the placement.
* If a placement is inappropriate, the school will liaise with appropriate agencies in an effort to obtain a more suitable placement.
* Discharge may be recommended after the first and/or any subsequent year if following psychological assessments and consultation with the parents/guardians, it is felt that the placement is no longer appropriate or serves the best interest of the child. Discharge may also happen if the child is fully integrated into the mainstream classes.