



## **ASD Class Admissions Policy**

### **Introduction**

Rosary College is a coeducational voluntary secondary school serving the community of Crumlin and Dublin 12.

### **Preamble**

The principles underpinning this policy have been derived from Rosary College's Code of Behaviour and from the following Acts of the Oireachtas:

- Education Act 1998
- Education (Welfare) Act 2000
- Equal Status Act and also Circular Letter M51/93 issues on 2/12/1993 by the Minister for Education

The Board of Management fully subscribe to the underlying principles of the legislation: partnership, accountability, transparency, inclusion, respect for diversity, parental choice and equality.

### **The Cuan Centre**

The college has a special support centre (the Cuan Centre) to cater for students on the Autistic Spectrum and who can attend mainstream classes. The model of reverse inclusion will underpin the work of the Cuan Centre. This centre has the capacity to cater for a maximum of twelve pupils who:

- Are secondary aged pupils (as per Department of Educational and Skills guidelines)
- Have a diagnosis of ASD (DSM – IV)
- Are attending Lucena Clinic (or similar services or agencies)
- Have completed mainstream primary school education or equivalent

## **Feeder Primary Schools**

Scoil Una Naofa

## **Enrolment**

The Board of Management reserves the right of admission within the terms of this policy. Admission to Rosary College is subject, in the first instance, to a place being available. In the case of the ASD Unit there are defined limits on the availability of places. At present there are two classes that cater for twelve students.

Admission is in accordance with the following criteria:

1. Students who have attended or are currently attending the feeder school, Scoil Una Naofa (previously Scoil Colm and St. Agnes Primary School).
2. Students who have/or had siblings in the school.
3. Students residing in the catchment area, i.e. Crumlin, and Dublin 12.
4. Applications will only be accepted in the year prior to admission.

## **Acceptance Dates of Enrolment Applications**

Applications for a place in the Cuan Centre are accepted from 1<sup>st</sup> December until 20<sup>th</sup> December each academic year for admission in the following academic year.

## **Additional Admission Criteria for ASD Unit in Rosary College**

In addition to the general Admissions Policy the following criteria apply to the admission of students to the Rosary College ASD (Autistic Spectrum Disorder) Unit:

- Parents/Guardians must fully complete the Enrolment Application Form on behalf of the child. Applications can be submitted to the school between 1<sup>st</sup> December and 20<sup>th</sup> December for the following academic year.
- The Enrolment Application Form must be accompanied by an original birth certificate and all other supporting documentation as referred to in the section 'Procedure for Enrolment'.
- The applicant must have a primary diagnosis of Autism/Autistic Spectrum Disorder without significant intellectual impairment made using the DSM-V by the psychologist or a member of the Multi-Disciplinary Team.

- There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the applicant.
- Parental permission to access the applicant's primary school/previous educational setting records, including copies of the most recent Personal Pupil Plan and records of attainment will be sought. It is desirable that the ASD Co-ordinator of the support class speak to the previous school/educational setting personnel to determine the applicant's level of academic achievement.
- The applicant must be capable of a reasonable level of integration into the whole school environment and be able to access the mainstream curriculum or part of the mainstream curriculum with the support of the Cuan Centre. Rosary College provides a support class that is an open, inclusive and unrestricted environment and setting. It is not a high dependant class. Indicators are that the needs of a student not capable of any level of integration are best met in a Special School placement.
- Rosary College is committed in the first instance to provide placements to applicants who have attended or are currently attending Scoil Una Naofa, then students who have/had siblings in the school, then students residing in the College catchment area (Crumlin, Dublin 12) and thereafter to applicants (not from the catchment area) not served by an existing ASD unit. Where an ASD unit exists in the vicinity of a student's home the policy of Rosary College is to refer such an applicant to apply to their local unit.
- The parents of the applicant must accept and agree to the school's Code of Behaviour (and to the terms of this policy) and our Health & Safety Statement. It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the student's Personal Pupil Plan. Where a student's behaviour impacts on a negative way on the other students in the Cuan Centre or another mainstream class to the extent that their constitutional right to an education is been interfered with as judged by the Board of Management of the School, the school reserves the right to advise the parents that a more suitable setting should be found for their child/student.
- Parents apply to the NCSE for School Transport.

- There will be an interview with parent/guardian and student. If necessary, a case conference involving all parties may be convened. This conference may include parents, principal, class teacher, psychologist or other interested parties as appropriate.
- Admission is always subject to a place being available and resources being sanctioned prior to the admission of the student. Admission is subject to the number of places and classes sanctioned by the DES. The limit under Health and Safety Guidelines is a maximum of **six** students per class. Rosary College will strictly observe this limit. Applications will be considered in order of date received. If the number of applicants in a specific category exceeds the number of places available, a lottery will be used to allocate these places. Procedure for the lottery will be in accordance with the ASD Enrolment Policy as determined by the Board of Management.
- An Acceptance form as issued by the school must be returned within the required time period.

### **Support by Outside Agencies**

Parents please note that a guarantee of support by outside agencies e.g. Lucena Clinic cannot be provided. The school does not have the resources to follow up on these services and it is up to parents/guardians to ensure that all possible services are availed of.

### **Admissions Team**

The Admission Committee will deal with any applications for enrolment in the Autism Unit. Only applications received between 1<sup>st</sup> December and 20<sup>th</sup> December will be considered.

The Admissions Committee reviews the psychological assessment of the child and any enrolment is subject to the approval of the said committee.

The members of the Admissions Committee are – Principal or Deputy Principal, Coordinator of the ASD Unit and the Home School Liaison Officer.

The Admissions Team meet **once per year**, during the second week of January.

Decisions made by the Admissions Team are subject to the approval of the Board of Management.

## **Deciding Enrolment**

In the first instance, the Board of Management prioritises students that are already enrolled in or have previously attended the feeder school, Scoil Una Naofa. Following that, applicants with sibling currently or previously in the school and finally, applicants residing in the catchment area Crumlin, (Dublin 12) will be considered. This will allow children living locally to access the class which will negate unnecessary travelling and allow children to attend their local school.

The school reserves the right to refuse enrolment to any student in exceptional cases, such as, the student has special needs that, even with additional resources available from the DES, the school cannot meet their needs and/or provide the student with an appropriate education.

## **Current Capacity**

The Cuan Centre has twelve children in attendance and is supported by three full time teachers and four Special Needs Assistants.

## **Application Procedure for Enrolment**

Enrolment Applications for the 2020/21 school year will be accepted from the 1<sup>st</sup> December 2019 until 20<sup>th</sup> December 2019. **The closing date for the submission of enrolment applications is 20<sup>th</sup> December 2019.**

All applications received on or before this date will be acknowledged within working weeks of the closing day for the submission of applications. **All applications received after this date will be returned to sender.**

Requests for application forms and queries regarding support documentation should be made to:

ASD Coordinator,

Rosary College,

Armagh Road,

Crumlin,

Dublin 12.

Telephone: 01-4555824

**Receipt of acknowledgement of an enrolment application does not constitute an offer of a place nor does it guarantee a place in the Cuan Centre. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Admissions Team and the Board of Management in accordance with our enrolment policy.**

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

1. An original birth certificate.
2. Two of the following original documents, as proof of address within the catchment area (these must be dated within three months of the application):

ESB Bill

Gas Bill

Landline Telephone

Broadband Bill

3. An up to date diagnosis, i.e made within the last two years, from a psychologist, psychiatrist, or a member of a Multi-Disciplinary Team that has assessed and classified the applicant as having autism or autistic spectrum disorder in accordance to DSM-V criteria and a recommendation for a placement in a special class within a mainstream school.

**NB** If the school does not receive all this documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all documentation is correct and received by the school.

It is the responsibility of the parents to attend all meetings and interviews pertaining to the child's enrolment.

This policy will be subject to review.

This document has been ratified by the Board of Management at its meeting on

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

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

Chairperson

DSM – IV

- Currently being updated and will be renamed DSM – 5
- Published by the American Psychiatric Association. It is the Diagnostic and Statistical Manual of Mental Disorders and Behavioural Conditions.

Pupils must show:

1. Persistent social communication and social interaction deficits and
2. Restricted and repetitive patterns of behaviour