

CASTLEPOLLARD COMMUNITY COLLEGE

ENROLMENT TO AUTISM SPECIAL CLASS POLICY

**RATIFIED DECEMBER 7TH 2015 BY BOARD OF
MANAGEMENT**

Policy on enrolment to Autism Special Class

Castlepollard Community College is a Co-educational secondary school working under the auspices of Longford and Westmeath Education and Training Board (LWETB). Procedures for admission are set out having regard for the Education Act 1988, the Education Welfare Act 2000, the Equal Status Acts 2000-2008 and the Education for Persons with Special Needs Act 2004.

The Autism Special Class is funded and resourced by the Department of Education and Science. This policy has regard to the funding, resources, physical space, services and spaces available.

Health Service Executive (HSE) Input

Essential services are provided by the HSE including Speech and Language Therapy and Occupational Therapy. These services are controlled by the HSE and parents/guardians are requested to address all queries in relation to these issues to the HSE and not to Castlepollard Community College.

Enrolment

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

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

The Admissions Committee reviews the professional reports of the applicant and a decision on enrolment is made by the Admissions Committee. The members of the Admissions Committee are: Chairperson BOM, Principal, Deputy Principal, Learning Support Co-ordinator, Teacher for Autism. The dedicated NEPs Psychologist and the SENO act in an advisory capacity to the committee. The decision of the Committee is subject to the approval of the BOM.

Criteria for Enrolment

1. Each applicant must have a definite diagnosis of Autism and their primary diagnosis is Autism according to the DSM IV/V or ICD 10
2. All applicants must be between 12 and 18 years of age on the 1st September of the school year in question.
3. Applicants must have a professional recommendation by a Psychologist, Psychiatrist or multidisciplinary team for placement in the Autism unit

Enrolment Procedure

1. An enrolment form is completed
2. Copies of all psychological and other reports relating to the applicant should be attached to the enrolment form

Number of places available

The number of places in each class is subject to resources being available to cater for the needs of the students but will not exceed six. Due to classroom space limitations, in 2016/2017, the number of places is limited to four. This will be reviewed annually in conjunction with the SENO and the CE and/or Education Officer of the ETB.

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

1. Applicants attending the feeder schools listed below
2. Siblings and step-siblings resident at the same address of a current pupil
3. Applicants not attending these feeder schools for whom this Autism Unit would be their nearest facility
4. All other applicants

If the number of applicants at any 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 the completed application form with supporting evidence was received in the school.

Parent/Guardian Responsibilities

1. Parents/Guardians must attend all meetings and interviews relating to their child's enrolment application
2. Parents/Guardians must provide all supporting documentation for the student's application
3. In the event that the student has personal care needs, parents must consent to the child being assisted in their care needs by two staff members. A change of clothes should be left in school for the student if requested by any staff member.
4. In the event that the student may need to take medication the parents must advise the school in writing of the student's medication needs

The School Management reserves the right to refuse admission or to ask any student to leave the unit where their continued attendance would expose the student or others to an unacceptable degree of risk or give rise to excessive costs that the school could not reasonably be expected to bear.

***Primary Feeder Schools**

St Michael's, Castlepollard

Castlepollard Parochial School

St Feichin's, Fore

St Mary's, Collinstown

St Michael's Castletown

Naomh Muire, Finea

Scoil Mhuire, Coole

Scoil Náisiúnta Diarmada, Whitehall