

Appendix 1

Appendix to Admission Policy, concerning Admission to Special Class in Scoil Bhríde Cailíní

School Address: Church Ave., Blanchardstown, Dublin 15

Roll number: 18047C

School Patron/s: Catholic Archbishop of Dublin

This Appendix to the Admission Policy is for the Special/ASD Class in Scoil Bhríde (Cailíní).

The Special Class in Scoil Bhríde (Cailíní) is a new additional support mechanism for girls with autism, who fulfil the criteria for admission to the Special Class and who would find it challenging to attend the mainstream classroom on a full-time basis. This class is an integral part of Scoil Bhríde (Cailíní). The girls in the Special Class will be integrated into the day to day activities of the school insofar as possible and they will partake in as many school-related activities as they can, in line with their needs.

As the Special Class is an integral part of Scoil Bhríde (Cailíní), all Plans and Policies of the Plean Scoile apply to this class. It is not deemed necessary to re-iterate these in this Appendix. Such Plans and Policies as may need to be adapted for the girls in the Special Class, will be discussed by the Principal, the SEN team (including the staff of the Special Class), the parents of the girls in the Special Class and the Board of Management as appropriate.

A. Criteria for Admission in the Special Class in Scoil Bhríde (Cailíní):

1. As Scoil Bhríde (Cailíní) is an all-girls' school, only girls will be considered for Admission in the Special Class.
2. In keeping with the Admission Policy, girls whose fourth birthday occurs after the 31st May in the year of proposed admission to Scoil Bhríde (Cailíní), will not be accommodated.

3. No girl shall be older than 13 years while attending Scoil Bhríde (Cailíní), i.e. if a girl is due to reach her 14th birthday before or during the academic year, she is too old for Scoil Bhríde (Cailíní). The academic year starts on 1st September annually, regardless of the date on which the school re-opens after the summer holidays.
4. **Each girl must have a diagnosis of autism/ autism spectrum disorder using the DSM V or ICD 10 criteria as set out by a professional or individual approved by the Department of Education and Skills. .**
5. **A recent recommendation (within 6 months of the application) that a Special Class placement is best suited to the child's needs, must be clearly stated in the child's professional assessment by that professional.**
6. A fully completed application form must be filled in by the parents. **All relevant reports from all professionals and services dealing with the child must accompany the application form.**
7. A child's Admission to the Special Class may be phased in gradually through a mutually-agreed and time-bound process between the Board of Management, the school personnel and the child's parents.
8. Parents must accept, in writing, the Code of Discipline pertaining to Scoil Bhríde (Cailíní).
9. As inclusion is an integral part of our school ethos, it is a necessary criterion of Admission that any girl enrolled in the Special Class must have the **potential** of integrating into the mainstream setting. It is our vision that each girl in the Special Class will be enabled to integrate with the mainstream according to her ability and capacity. Insofar as possible in each individual case, the girls in the Special Class will be integrated into the day-to-day activities of the mainstream school and will participate in school-related activities according to their abilities.
10. The level of integration, duration and timing will be at the discretion of the Principal, the Special Class teacher, the mainstream class teacher, the parents of the girl in question.
11. The school must have the resources to meet the special educational needs of the girl who wishes to be enrolled in the Special Class of Scoil Bhríde (Cailíní).
12. **The completion of an application form does not constitute an offer of a place in any class in Scoil Bhríde (Cailíní).** In line with legislation, parents will be informed of the

decision of the Board of Management within 21 days of receipt of a complete application. Parents will be informed, in writing, of the Board's decision and will be given a period of two weeks in which to accept an offer of a place in the Special Class in Scoil Bhríde (Cailíní).

It is the duty of the parent to ensure that all documentation required by the school is submitted with the application form. Failure to do so will mean that the application will not be processed.

In the event that the number of applicants applying for a place in the special class is greater than the number of places available, the following categories shall be used as a basis for prioritising applicants to the special class.

1. Pupil already enrolled in the school who meets the criteria outlined above.
(In the event of a pupil with ASD/Autism being placed in Scoil Bhríde (Cailíní) mainstream, who does not cope despite the resources in place, the Board of Management reserves the right to prioritise the offer of a place(s) to this pupil, if an opening arises in the ASD Unit.
2. The sisters /step sisters of girls who are currently attending Scoil Bhríde (Cailíní) and Scoil Bhríde (Buachaillí) and girls who live within the boundaries of St. Brigid's Parish, Blanchardstown (See Appendix 2 and 3).
3. The daughters of permanent and CID staff of Scoil Bhríde (Cailíní) and Scoil Bhríde (Buachaillí).
4. The daughters of former students of Scoil Bhríde (Cailíní).
5. Girls who are not resident within the boundaries of St. Brigid's Parish, Blanchardstown.

The Board of Management reserves the right to take into account the dynamics of the class and the needs/ages of the pupils already in the class, when offering places.

B. Right of Refusal to Enrol:

1. Only girls can be enrolled in Scoil Bhríde (Cailíní).
2. Only those girls whose professional reports specifically state that placement in a Special Class is recommended will be considered for placement in this Special Class in Scoil Bhríde (Cailíní).
3. The total number of places in the Special Class in Scoil Bhríde (Cailíní) is 6.
4. The Board of Management reserves the right to refuse admission to girls in exceptional cases:
 - If the child's professional report(s) state that a place in a **Special School** is warranted, then Scoil Bhríde (Cailíní) will not be able to meet her needs and the Board of Management reserves the right to refuse admission. Scoil Bhríde (Cailíní) can consider, for our Special Class, only those applications from children for whom a **Special Class** has been recommended.
 - If the child has special needs such that, even with additional resources that may be granted by the Department of Education and Skills, the Board judges that our school is not in a position to provide the child with an appropriate education or
 - In the opinion of the Board of Management (with reference to the child's professional reports and reports from the child's present setting), the child will pose an unacceptable risk to herself, to other pupils, to staff or to school property.
 - Parents who are dissatisfied with an admission decision have a right of appeal under Section 29 of the Education Act, 1998.

Meeting with parents and children

- Meetings will be held with parents and their daughter seeking admission to the Special Class to discuss the individual needs of the child. Permission will be sought from the parents to visit the child's pre-school placement (where relevant) with a view to speaking to staff members about the child's needs, academic/social development and capabilities. If it is considered from these meetings and conversations that this school can successfully address the child's needs (and the child is capable of, at least some,

meaningful integration both in the Special Class and in mainstream classroom) then the child and family will be invited to the school several times to become accustomed to the school and meet with staff. The purpose of these meetings and conversations is:

- to inform the decision as to whether or not the Special Class in Scoil Bhríde (Cailíní) is an appropriate placement for the child
- to facilitate the smooth transition into school if accepted.
- Transition planning for starting in Scoil Bhríde (Cailíní) is of the utmost importance. It is a condition of acceptance of a place in the Special Class in Scoil Bhríde (Cailíní) that parents give permission for school staff to consult with other professionals working with their daughter and that a schedule for the child to transition in to this school will be agreed with parents and school staff.
- It is a further condition of acceptance of a place in the Special Class in Scoil Bhríde (Cailíní) that parents agree to a regular review of the continued admission of their daughter in the Special Class.

This Draft Appendix to the Admission Policy was ratified by the Board of Management at the meeting of 13th June 2019.

It was reviewed again by staff, parents and BOM in April 2020 and following ratification by the BOM in April was submitted to the Patron.

It was reviewed again in June 2020, ratified by the Board of Management on 10.6.20 before resubmission to the Patron for approval. The policy was approved by the Patron on 8.7.20.

Signed:  Date: 10/7/2020

Chairperson BOM

Signed:  Date: 10/7/20

Principal/Secretary to the BOM