



# Ballincollig Community School Admissions Policy

Ratified April 2024

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## **Ballincollig Community School Enrolment Policy for Autistic Spectrum Disorder Programme (ASD)**

**This ASD Policy should be read in conjunction with the mainstream Admissions Policy**

### **1. Introduction**

This Admission Policy complies with the requirements of the:

- **Education Act 1998 (as amended).**
- **Education (Welfare) Act 2000 (as amended).**
- **Equal Status Act 2000 (as amended).**
- **Deed of Trust for Community Schools.**
- **Education (Admission to Schools) Act 2018.**

### **Characteristic spirit and general objectives of the school**

Ballincollig Community School seeks to provide for its students an atmosphere of security and belonging, focusing on the full social, moral, spiritual, cultural, cognitive and physical development of the young person. We aspire to encourage our students' sense of initiative and self-reliance, their capacity to communicate with others, their resilience and self-confidence, leading to the development of their unique personality and the achievement of their academic goals.

We aim to play a significant role in allowing our students to achieve their full potential.

### **2. Application Process to First Year**

- Parents/guardians will be made aware of two important dates: the closing date for receiving completed ASD application forms and the date when parents will be informed by letter if their son/daughter has a place in Ballincollig Community School ASD class for the following academic year.
- Once completed applications have been received, they will be reviewed by the Principal and personnel from the SEN department. Only hardcopies of Enrolment Application forms will be accepted. The school cannot accept electronic copies.
- The Principal will make the decision on enrolment of students.

- The Principal will inform parents/guardians of the decisions and get signed acceptance forms from parents/guardians by a set date.
- Following the enrolment process the Principal and/or Co-ordinator will liaise with parents/guardians of students who have accepted a place Ballincollig Community School.
- Students who are currently enrolled in an ASD class in another post-primary school will not be considered for transfer enrolment in Ballincollig Community School during the school academic year.

### 3. Criteria

3.1 We require that all applications are accompanied by the required documentary evidence as set out by the Dept. of Education/NCSE that entitles the applicant to be considered for a place in the ASD class. All assessments must be carried out by professionals recognised by the Dept. of Education. We require that parents / guardians of students applying for admission provide the school with the relevant documentation. **Documentation that is required at time of application and currently includes a diagnostic report of ASD using the criteria of the DSMIV or DSMV or ICDM-10, as well as an up-to date (within 2 years) letter of recommendation for special class attendance at second level. This is accepted from a suitably qualified psychologist or Multi-D team of which a psychologist is part.**

3.2 Ballincollig Community School accepts students whose educational needs can be met in the school setting. We reserve the right to refuse placement to a student should our programme /facilities not meet the educational needs of the student.

3.3 Only applications from students in 6<sup>th</sup> class in primary school will be considered.

3.4 All applications must be received by the specified date in the ASD class annual admissions notice.

3.5 All applicants must supply their birth certificate.

### 4. Procedures in the event that following enrolment the student is found to be not benefiting from their participation in the ASD Programme.

If (following further assessment) it is the professional opinion that a student's educational needs cannot be met by the school or where a student's behaviour impacts negatively on the education or health and safety of others the school reserves the right to review the suitability of the placement.

**5. The maximum number enrolled in the programme will not exceed 6 students in each class, from 1<sup>st</sup> to 6<sup>th</sup> year inclusively.**

**6. Applications in the following instances will be referred to the Board of Management for decision:**

- Late applications.
- Matters relating to adequacy of the professional services to meet the needs of a particular application.

**7. Enrolment other than to First Year:**

a. Applications from students other than 1<sup>st</sup> year will initially be assessed by the Principal.

b. Enrolments will only be finalised following the completion of the following enrolment procedures:

- Submissions of a completed ASD application form and relevant documentary evidence.
- Consent to educational records being made available by previous schools and to professional assessments being undertaken and reports provided if requested.

c. All applications must supply the following enrolment requirements:

- Signed copy of Code of Positive Behaviour and Discipline.
- Birth Certificate.

## 8. Oversubscription

### Selection Criteria

In the event that the ADS classes are oversubscribed, the school will, when deciding on applications for admission, apply the following criteria

1. Students already enrolled in the school.
2. Siblings of students already attending the school.

Once these two groups have been offered places, students in Category A below, will be offered places.

3. Students from Primary Schools as follows:

#### **Category A:**

Scoil Barra

Scoil Eoin

Scoil Mhuire

Gael Scoil Uí Riordán

Gael Scoil an Chaisleain

In the event of oversubscription to **Category A**, a lottery will apply overseen by an independent notary.

Once places have been allocated to **Category A** schools, students in **Category B** schools, will be offered places, if places are still available. If necessary, a lottery will be held for students in this Category, overseen by an independent notary.

#### **Category B:**

Ballinora National School, Berrings National School, Cloghroe National School, Clogheen/Kerry Pike National School, Farran National School, Goggins Hill National School, Gurrans National School, Kilbonane National School, Kilmurray National School, Ovens National School, Vicarstown National School.

In the event there are still places available, a lottery will be held for students in **Category C** and similarly to **Category D**.

**Category C:** Students resident in the catchment area who have attended school outside of those listed above.

**Category D:** Students resident outside the catchment area who have attended school outside of those listed above.

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

## 10. Refusal to Admit

The Board of Management may refuse the admission of a student if:

- There is no space in the ASD class in Ballincollig Community School.
- The student does not have the required diagnosis of Autism confirmed in a report by an educational/clinical psychologist or psychiatrist i.e. **Documentation that is required at time of application and currently includes a diagnostic report of ASD using the criteria of the DSMIV or DSMV or ICDM-10, as well as an up-to date (within 2 years) letter of recommendation for special class attendance at second level. This is accepted from a suitably qualified psychologist or Multi-D team of which a psychologist is part.**
- The school is unable to meet the needs of the applicant on grounds that the enrolment of the student would have a detrimental effect on the provision by an educational establishment of its services to others.
- The student has special needs that even with additional resources from the DES, the school cannot meet such needs and /or provide the student with an appropriate educational placement.
- The parents/guardian of the student fails to confirm in writing their agreement to the Code of Positive Behaviour of Ballincollig Community School.

### Right to Appeal

Parents/Guardians of applicants (or a student who is 18), may appeal any decision to refuse enrolment to the Board of Management of Ballincollig Community School. All appeals must be in writing and addressed to the Chairperson of Ballincollig CS Board of Management, within three weeks of receipt of refusal to admit.

In the event that such an appeal is unsuccessful a parent/guardian (or a student who is 18) may appeal the matter to the Secretary General, DES under Section 29 of the Education Act 1998.

## **11. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Ballincollig Community School, you -

- (i) Must indicate whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) Must indicate whether or not you have applied for and are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned (failure to supply the correct information may jeopardise an offer of a place in the school).
- (iii) Understand that a student cannot apply to repeat a year of post-primary school in the ASD class.
- (iv) Understand that a guarantee of support by outside agencies cannot be guaranteed by the school.

## **12. Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Ballincollig Community School where—It is established that information contained in the Application is false or misleading.

- (i) An applicant fails to confirm acceptance of an Offer of Admission on or before the date set out in the Annual Admission Notice of the school.
- (ii) The parent of a student, when required by the Principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the Code of Behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iii) An applicant has failed to comply with the requirements of 'Acceptance of an Offer' as set out in above.

## **13. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Ratified by the Board of Management: April 2024

To be reviewed: April 2025