



# Bunscoil Gleann Sidheáin



## Primary ASD Class

### Admissions and Enrolment Policy

#### Introduction

The Board of Management of Bunscoil Gleann Sidheáin has set out this policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Needs Act 2004.

#### General Information

<b>Name of School:</b>	<b>Bunscoil Gleann Sidheáin</b>
<b>School Address:</b>	<b>Cappoquin, Co. Waterford</b>
<b>Telephone:</b>	<b>058 54015</b>
<b>Mobile:</b>	<b>0831637142</b>
<b>E Mail:</b>	<a href="mailto:cappoquinschool@gmail.com">cappoquinschool@gmail.com</a>
<b>Web Page:</b>	<a href="http://www.cappoquinschool.com">www.cappoquinschool.com</a>

His Lordship, Bishop of Waterford and Lismore Alphonsus Cullinan is the patron of the school.

The Special Autism Class was established in September 2015, funded and resourced by the Department of Education and Skills (DES). The class is established under the Board of Management's understanding that all expenditure incurred in the construction, funding and resourcing of the ASD unit is borne by the Department of Education and Skills. This school policy has regard to the funding, resources, services and space available.

## **Aims**

To provide a quality driven, appropriate educational service to all children in the class, within the requirements of all recent legislation pertaining to Special Needs Education.

To strive towards the integration of children in the class into mainstream education, having regard for levels of disability, available resources and suitability for such integration.

## **Objectives**

1. To provide the optimum learning environment for children with ASD which is safe, visual, structured, predictable, encouraging, stimulating, interesting, challenging and fun.
2. To develop the child's self-esteem.
3. To improve the child's social skills in so far as appropriate.
4. To improve the child's level of independence in social situations.
5. To help the child develop better organisational skills and thereby prepare them for and support them in the transition between primary and secondary schools.
6. To improve their understanding and use of oral and written language.
7. To help them to develop more effective communication skills.
8. To integrate each child into their peer class in Bunscoil Gleann Sidheáin in so far as appropriate.
9. To foster close links between home and school. The success of the special class depends on parents and staff planning and working together. This will enable the development of realistic expectations and agreed goals for each individual child.

## **General Information**

- The Board of Management provides a class for children with Autistic Spectrum Disorder in accordance with the Department of Education and Skills guidelines and support structures. It is committed to providing the highest quality of education for the children concerned. A Multi-Disciplinary approach is recommended by the Department of Health in collaboration with the Department of Education and Skills to support this class and continued financial support from DES.
- The number of admissions depends on the number of places available, which may vary from year to year.
- The curriculum is tailored for individual needs and works towards the mainstream primary education.

- Teaching methods include elements of various styles and techniques i.e. A.B.A.(Applied Behaviour Analysis), T.E.A.C.C.H., P.E.C.S, Lámh signing and a variety of sensory stimuli.
- The aim is to integrate all pupils within the main body of the school whenever possible.

### **Health Service Executive Input**

Essential services may be provided by the Health Service Executive. These services include Speech and Language therapy and Occupational therapy. Bunscoil Gleann Sidheáin has no control over these services, merely acting as relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive and not Bunscoil Gleann Sidheáin.

### **Home School Links**

The role of parents in their child's education is recognised and valued. Every effort is therefore made to maintain effective communications with parents via frequent parent-teacher/parent-therapist meetings and the Log Book system of communication.

We also encourage parents to meet jointly with the class teacher and speech and language therapist. We request that parents ring the school to arrange a suitable time for meetings.

### **Enrolment Criteria**

The maximum number of pupils in the ASD unit in Bunscoil Gleann Sidheáin is 12 pupils in total. The ASD unit in Bunscoil Gleann Sidheáin is comprised of two ASD classes, Le Chéile 1 and Le Chéile 2.

If the number of children on the waiting list exceeds the number of places available, the following criteria will apply in the order stated, once a definite diagnosis of Autism (DSN IV/V or ICD 10) has been provided by a qualified professional and all other enrolment procedures have been followed:

- Pupils with current recommendation of placement in a Special Autism Class
- Brother and sisters of existing or former pupils.
- Children living within the parishes of Cappoquin and Affane local catchment area
- Children from the South Eastern Health Board waiting area.
- Undergone team assessment by admission team.
- Proximity to school
- First come first served basis

From time to time a pupil may transfer to an A.S.D. unit from a mainstream school during the school year, if the school has a vacancy in the ASD unit before the enrolment process has opened in January.

All applications will be dated on receipt of completed enrolment form B1.

The first year will be used to:

- Assess child's educational needs.
- Develop an I.E.P to address identified needs.
- Assess whether child's placement is appropriate.

Taking into account the Department regulations and programmes, the rights of the patron as set out in the Education Act, and the funding available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The Board of Management will not refuse a child on the basis ethnicity, disability (i.e. severity of Autism diagnosis), traveller status, cognitive ability, 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.

Taking all of the above into account, and based on the advice of the Management team of the Autism Class, the Board of Management reserves the right of decision making in relation to admission.

**Criteria on which Children are selected to be split in ASD Classes:**

*The children will be divided primarily according to age, with a secondary aim being to achieve reasonable gender balance. Normally, this will see the younger children grouped in Le Chéile 1 and the older children grouped in Le Chéile 2. The only exception to this is where, on the advice of relevant professionals, it is deemed more educationally beneficial for a child to be set in the same class grouping according to-*

- *Language/communication skills*
- *Individual differences in thinking and learning styles*
- *Physical needs*

- *No exception can be considered if it would cause the numerical split between classes to become disproportionate.*
- *The 2 ASD classes will come together whenever possible, when shared learning opportunities arise.*
- *Children in the ASD classes, when feasible, will be integrated into their equivalent class in the mainstream setting and take part in larger classes, on a regular basis.*

## **Discharge Policy**

It is school policy to facilitate the discharge of pupils from the class once they have reached the age of twelve. Pupils who reach the age of twelve after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year. Discharge may also be recommended pending the annual review if the admissions team, after consultation with the parents/guardians and relevant agencies, feel that placement is not appropriate.

## **Placement Review**

Concerns regarding the suitability of a child's placement may arise and a review of the school's ability to meet the child's needs in a way that ensures that the child develops to his/her potential may be necessary. Parents will be kept fully informed of any such concerns and be involved in any review of the child's placement, which may be necessary.

In the case of all pupils enrolled in an ASD class, an annual review will take place between Autism Management team to assess if the current placement is suitable.

While recognising the right of the parents to enrol their child in the school of their choice, the Board of Management of Bunscoil Gleann Sidheáin is also responsible to respect the right of the existing school pupils. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

In the case of some applicants, to facilitate the child's access to the curriculum or to the building or to transport, it may be necessary to provide specific additional resources to that which are already available in the school (e.g. staff/accommodation/equipment/environmental adaptations or other supports may be required). In such instances it may be necessary to delay a child's starting date in the school to ensure that all essential supports are in place beforehand.

**The Board of Management of Bunscoil Gleann Sidheáin respects the rights of the existing school community and the children already enrolled. This consideration is paramount when assessing entry to the Autism Class.**

## **Enrolment Procedure**

Registration process begins with a referral from the Autism Team, a telephone call or a visit from the parents.

## **Application Procedure**

Applications for enrolment for the new school year are usually accepted up to the last day of the preceding March.

Before the Board of Management can consider a child for placement, **all** of the following documents must be submitted to the school:

- A statement of diagnosis of DSM IV/V or ICD10 from a psychologist or psychiatrist.
- A current psychological assessment to include a statement of diagnosis and IQ level and a clear recommendation for a special class placement within a mainstream school.
- A completed enrolment form (available from the school).
- An original birth certificate (which will be copied and returned).
- Current Professional Reports

Disclosure of all pre-existing medical needs is required, and any relevant reports in this context shall be forwarded to the school.

Parents of prospective pupils are encouraged to arrange an appointment to visit the school and its facilities and to meet with the class teacher/s.

Documentation detailing information on the school and its facilities and services will be given to parents.

The Principal and members of the SEN team may visit the preschool of the applicant to observe the child and speak to staff.

Upon receipt of completed application (see above), an Admissions committee will review all applications and advise the Board of Management of those pupils who are eligible for enrolment.

The Board of Management will offer placements for enrolment within 21 days of the closing date of March 1<sup>st</sup> in accordance with the Education Welfare Act 2000 if placements are available.

**It is the responsibility of the parents/guardians to liaise with the Department of Education and Skills regarding suitable transport for the child to and from school. This needs to be arranged in advance of admission, if required.**

### **Evaluation**

The Board of Management will monitor the implementation of all aspects of this policy. This policy may be amended and updated as required.

### **School Personnel:**

**Class Teacher:**

**Special Needs Assistants:**

**Principal:**

**Deputy Principal:**

**Resource Teacher**

**Chairperson**

**Support Personnel:**

**SENO:**

**School Inspector:**

**NEPS Psychologist:**

**HSE Support**

**Speech & Language Therapist:**

**Occupational Therapist:**

**Clinical Psychologist**

Children attending the ASD class in the school will be expected to follow the code of behaviour.

This policy was adopted by the Board of Management of Bunscoil Gleann Sidheáin at its meeting held on Wednesday 24<sup>th</sup> March 2021.

Signed: \_\_\_\_\_  
Chairperson, Board of Management

## **General Points**

### **Absences**

Parents/Guardians are asked to ring the school if their child is absent. This should be followed by a note written in the child's home/school diary. If a child needs to leave early a written note must be sent to the class teacher or the school informed by phone.

### **When you want to speak to a teacher.**

We realise that it may be difficult for some to get to Bunscoil Gleann Sidheáin. Please remember that you are always welcome. **It is impossible, however for teachers or other staff members to talk to parents if they arrive unexpectedly. Please ring and make an appointment to see the teacher/Principal through the school secretary on 058 54015.**

### **Information we need.**

In order for us to be entrusted with the care of your child we require the following information:

1. Emergency contact numbers and procedures.
2. Likes and dislikes.
3. Medical needs.
4. Hygiene needs.
5. Family members and
6. Extended family and friends.

Changes in family circumstances e.g. the arrival of a new baby, moving home, the death of a grandparent etc, can have an effect on your child. You may wish to notify the class teacher of any such changes.

### **Dress/Clothing/Belongings.**

A large part of our school programme for your child is building up his/her independence. We want them to be able to manage and look after their own clothing and belongings. You can help us by:

1. Choosing clothes and shoes that make life easier for your child. (Buttons, zips and laces sometimes cause problems. Velcro runners and elastic waistbands are simplest.
2. Tracksuits are a must for P.E. and swimming days.
3. Togs, hat and towel are needed for swimming.
4. Put your child's name on everything that is worn to school.
5. Keeping a change of clothes in the school for your child is an available option.
6. All money sent to school should be in an envelope and clearly labelled.

### **Illness**



Every child's health is important to us. In order to ensure the highest standard of medical care, the following have been agreed:

1. Home is the best place for a sick child.
2. Wounds should be properly dressed.
3. Please notify us of any medication that your child may be taking.
4. As a rule, teachers are unable to administer medication. Please contact the Principal for arrangements.
5. Never send medication to school with your child. It should always be handed from adult to adult.

### **Suitable snacks for school.**

While respecting the dietary difficulties faced by many of our children, we encourage healthy, balanced diets. Suitable snacks include fruits, yoghurts, crackers, cheese and sandwiches. Please inform the school if your child has a special dietary requirement or any food allergies.

### **Information and Communication Technology**

All the children have access to computers whether in the Autism class, Mainstream classroom or the school's computer room. The staff will also consider the need for assistive technology if it arises and if resources allow. Applications for assistive technology are decided on by the DES

### **Policy on Integration and Inclusion of pupils from the Autism Class into Mainstream Classes.**

The amount of integration/reverse integration that each child receives in Bunscoil Gleann Sidheáin is collectively decided upon by those professionals who deal with the child each day i.e. teachers (both special education teachers and mainstream), the Principal and support staff. The view of other interested parties such as Psychologists, Speech Therapists and Occupational Therapists will be taken into account. However, the staff's decision is final.

The school promotes a policy of integration with age appropriate peers on a social level and ability appropriate on a curriculum level.

The policy is open to review at all times.

Early levels of integration into mainstream are on a social level only. The child from the Autism class will not partake in general class learning until they have mastered the art of:-

1. Entering the class without trepidation.
2. Sitting down at a designated desk.
3. Interacting on a social level with the child(ren) nearest them.
4. Having lunch with the whole class.
5. Engaging in a "buddy system" at playtime.
6. Acting on general teacher instructions within the classroom setting.

### **Curricular Integration**

Having adjusted on a social level the child from the Autism Class will on a phased basis be introduced to areas of the curriculum appropriate to ability level. Integration into this class will continue up through the classes.

Music has also been designated an area open to integration. This extends to school choirs (communion), carol singing groups, school plays and recitals.

Religion and SPHE are also open to integration.

Physical Education is also an area open to integration. The child is integrated into the class that best suits his/her physical condition. This includes coaching from outside agencies and timetables sessions in the school gym.

The children from the Autism Class are also fully included in the school sports day.

**The level of integration into a mainstream class for a core curriculum subject will be on an individual basis only and will differ from child to child. The school will retain discretion as to the particular children who should avail of core curriculum mainstream integration.**

### **Staff Development**

Opportunities for on-going staff development through in-service courses, SESS input etc will be encouraged and availed of by both teachers and assistants.

# Cappoquin Primary School

Cappoquin, Co. Waterford

Tel:- 058 54015 or 083 1637142

E Mail:- [cappoquinschool@gmail.com](mailto:cappoquinschool@gmail.com)

Web Site:- [www.cappoquinschool.com](http://www.cappoquinschool.com)

Principal: Mr. Martin Delaney

Deputy Principal: Mr. James Casey

## Enrolment Form BI 2023/2024

Name of child (in full, as on Birth Certificate)	Address at which child resides
Child's PPS Number	Eircode
Male or Female	Nationality
Country of Birth	If your child was not born in Ireland give date on which child arrived in Ireland.
	Names of brothers/sisters in the school

Name and Address of Previous School / Pre School Attended	Principal's Name and Telephone Number

Name of Parent/Guardian	Name of Parent/Guardian
Nationality	Nationality
Address (if different from pupils)	Address (if different from pupils)
Phone Number	Phone Number
E Mail Address	E Mail Address

<b>Guardian's Name (if applicable)</b>	<b>Guardian's Address</b>
<b>Relationship to Child</b>	<b>Telephone Number</b>
<b>E Mail address</b>	

Are there any orders or other arrangements in place governing access to or custody of your child	<b>YES</b>	<b>NO</b>
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Please supply **ONE** mobile number that Text-a-Parent or Aladdin messages can be sent to:

\_\_\_\_\_

*Please state name(s) and address to which all school correspondence should be sent:*

<b>Name</b>	<b>Address</b>

What is the date of your child's latest psychological assessment?

\_\_\_\_\_

Has your child had Speech Therapy up to now? \_\_\_\_\_

If so where? \_\_\_\_\_

(If so please attach report)

When was your child's sight last tested? \_\_\_\_\_

Result of Test: \_\_\_\_\_

Has your child any special dietary requirements? \_\_\_\_\_

Please outline: \_\_\_\_\_

\_\_\_\_\_

Is your child on any medication? \_\_\_\_\_

Please outline:

\_\_\_\_\_

\_\_\_\_\_

Has your child had access to physiotherapy? \_\_\_\_\_

If so attach Physiotherapy report if available.

Has your child had access to occupational therapy? \_\_\_\_\_

If so please attach O.T. report if available)

Any special toys/items used for comfort by your child (i.e. reinforcers etc)

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Give details of your child's needs with regard to swimming sessions:

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Would you like to comment on your child's general behaviour at home?

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Is your child toilet trained?

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Any other comments/guidance that would help school/teacher:

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**RELIGIOUS DENOMINATION**

Roman Catholic  Other:- \_\_\_\_\_ (Specify)

**SCHOOL TRANSPORT**

**YES NO**

Do you require school to apply for School Transport for your child

Do you require school to apply for a Bus Escort for your child

*The following information will be used by the school in the event of:*

- Your child feeling sick
- An emergency occurring while the school is in operation, making it necessary to close the school. In such an emergency, it is advisable to ensure the safe return home of pupils.
- An unexpected closure of the school.

If your child gets sick, or the school has to close unexpectedly, etc. and there is no one at home or the school is unable to contact you, please provide the name, telephone number and address of two other people you nominate for us to contact. We will ask this person to come and collect your child.


Person the school will contact:- (Please supply name and phone number – not your own phone number)

1.Name & Contact Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

2.Name & Contact Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

In the event of an emergency, should we fail to contact you, do you give permission to the School to bring your child to doctor/hospital?

Yes  No

Name of Family Doctor: \_\_\_\_\_ Doctor's Contact Number: \_\_\_\_\_

It is the responsibility of parents/guardians to notify the school of any medical concerns or information of relevance e.g. allergies, use of Inhalers etc.

DETAILS

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### CONSENT FORM.

	Please ✓	Yes	No
1	Standardised Assessment Tests are carried out in the school in all classes. <i>I allow my child to do these tests.</i>		
2	During your child's time in Cappoquin Primary School, it may be necessary from time-to-time for teachers to carry out diagnostic testing with your child on an individual basis in order to help them in their educational development. <i>I give my permission for any necessary diagnostic tests to be carried out.</i>		
3	I give consent for the use of school related photographic images which include my child on the school website, local newspapers or in other school publications and displays. I understand that my child will not be identified individually.		
4	In December 2021 the school set up a Facebook page and we are looking for a separate permission for this. I give consent for the use of school related photographic images of my child on the school Facebook page. I understand that my child will not be identified individually.		
5	I give permission for my child to go on educational school trips under teacher supervision during the school day and on other incidental trips e.g. matches, sporting activities, visits to local library, local Church, local trails etc.		
6	I give permission to allow my family details (name, address, date of birth etc.) to be given to agencies such as HSE (school nurse, doctor, dentist), etc.		
7	I undertake to support, co-operate and carry out Cappoquin Primary School's Policy and Code of Behaviour & Discipline in the interest of and the welfare of the whole school community. My child will wear the school uniform and on P.E. days will wear the school tracksuit.		

### DATA PROTECTION STATEMENT

#### Personal Data on this Form:

Cappoquin Primary School is a data controller under the Data Protection Acts, 1988 & 2003 and complies with the G.D.P.R (General Data Protection Regulation) legislation of 2018. The personal data supplied on this Enrolment Form is required for the purposes of:

- Pupil enrolment
- Allocation of teachers and resources to the school
- Determining a student's eligibility for additional learning supports
- School administration
- Child welfare (including medical welfare)
- And to fulfil our other legal obligations

#### School Contacting You

Please confirm if you are happy for us to contact you through the Aladdin app or by SMS/text message and to call you on the telephone numbers provided for the purposes of:



- Sports days
- Parent Teacher meeting
- School concerts / events
- To notify you of school closures (e.g. where there are adverse weather conditions)
- To notify you of your child's non-attendance or late attendance or any other issues relating to your child's conduct in school.
- To communicate with you in relation to your child's social, emotional and educational progress and to contact you in the case of an emergency.
- General school notes from the principal or the secretary.

Tick box if "Yes" you agree with these uses

While the information provided will generally be treated as private to Cappoquin Primary School and will be collected and used in compliance with G.D.P.R. legislation, from time to time it may be necessary for us to transfer your personal data on a private basis to other bodies (including the Department of Education & Skills, the Health Service Executive, TUSLA, the National Educational Welfare Board (NEWB) or where the pupil is transferring to another school). We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided.

I consent to my child's data being collected, processed and used in accordance with G.D.P.R. legislation during the course of their time as a pupil in this school

**Parent/Guardian Signature:** \_\_\_\_\_

<p>I _____ agree to the terms and conditions of enrolment to Bunscoil Gleann Sidheáin Autism Class.</p> <p><b>Parent/Guardian Signature 1</b> _____</p> <p><b>Parent/Guardian Signature 2</b> _____</p> <p>*If this enrolment form is being signed by <u>one</u> parent only please read and sign the section underneath:-</p> <p>I _____ confirm that both parents of _____ (child's name) are aware and consent to this enrolment to Cappoquin Primary School.</p>
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**Any additional information that you may wish to give:**

Please ✓	Yes	No
Have you attached a Birth Certificate for your child		

**Please post/return completed enrolment form B1 to:-**  
**Mr. Martin Delaney– School Principal,**  
**Cappoquin Primary School,**  
**Cappoquin,**  
**Co. Waterford.**

By:- \_\_\_\_\_

**For Office Use Only**

Date Form Received: \_\_\_\_\_ Date of Entry: \_\_\_\_\_

POD Registration Number \_\_\_\_\_