

## **Admissions Policy and Procedures**

St. John's College, De La Salle is a Catholic Voluntary Secondary school for boys only.

### **1. Preamble**

1.1 The principles underpinning this Policy have been derived from the following Acts of the Oireachtas:

Education Act 1998.

Education (Welfare) Act 2000.

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

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

### **2. Application**

Application Forms for admission to St. John's College are made available through the local primary schools and at the college itself. Late applications are only considered after all applications received in time have been processed. A late application may not be accepted. Applications for 1<sup>st</sup> Year must be made before September 30<sup>th</sup> of the previous year.

### **3. Student Eligibility for Admission**

In order to be eligible for admission to St. John's College a student must:  
Attain the age of twelve years by 1<sup>st</sup> January of the year following the enrolment date.

- Accept the School Ethos.

- Accept the School Code of Behaviour.
- Complete in full an application form by the enrolment date.
- Take an assessment test following the school's acceptance of the application form.
- Be willing to have a pass-port size photo either supplied to the school or taken by the school during the 1<sup>st</sup> term in the school year.

#### **4. Selection Criteria**

In the event of the school having more applications than places available the following criteria will apply:

4.1 Priority will be given to students who profess the Roman Catholic Religion. However students who are members of other religious denominations may be accepted for enrolment in the school.

4.2 Priority will be given to pupils who attended one of the De La Salle national schools in Ballyfermot and other national schools in the local catchment area.

4.3 Priority will be given to brothers of pupils already enrolled in the school.

4.4 Selecting students on a first come first served basis.

#### **Admission of Students with Special Educational Needs**

**Please see Appendix A: St. John's College Special Class Admissions Policy**

St John's College welcomes students with specific disabilities and/or special educational needs. Such provision however, is subject to the limitations imposed by State funding and resources. Consequently, the school reserves the right to take into account any serious detrimental effect to safety, health and welfare to other students and themselves or staff arising from such provision and/or any serious detrimental effect on the provision of its services to themselves, other students or school staff.

In addition to above, the Board of Management reserves the right to allocate a discretionary place in accordance with special circumstances.

The Board of Management decision in relation to any decision is final, subject only to the right of appeal under Section 29 of the Education Act, 1998.

Parents of students with disabilities and/or special educational needs seeking enrolment in St John's College are asked to furnish the school with relevant documentation and reports prior to enrolment. This documentation enables the school to apply to the Department of Education for additional support and resources. Failure to do this may result additional supports being forfeited. Consequently, the school may not be in a position to offer these students a place.

### **Transfer of a Student from Another School**

The following information, along with an original birth certificate will be required in the case of a student transferring from another school:

1. Students' name, age, DOB, address and birth certificate.
2. Parents or Guardian's name/address/telephone no. and mobile telephone no.
3. Emergency contact numbers including work telephone numbers etc.
4. Details of any disabilities or special education needs of students
5. Details of any medical condition of student.
6. Previous schools attended by student
7. Two years continuous reports from previous school must be provided.
8. A reference from his previous School must be provided.
9. Copies of all Examination Results to date.
10. Reasons for transfer of student if applicable together with information and records from previous/present school.
11. Relevant information, if applicable, regarding custody, access arrangements and Court orders pertaining to the student.
12. Further information which may be relevant to the school and or its ethos.
13. Basic school attendance requirements as set down in the Education Welfare Act 2002.

The Board of Management will make its decision based on:

1. Consultations ( if any) with the Educational Welfare Officer.
2. The transfer being in the best interest of the student.
3. The transfer not being detrimental to the interests of the school.
4. The class sizes reaching capacity as agreed by the Board of Management.

### **Information Evening and Enrolment**

An Information Evening for all incoming students and their parents/guardians during the first week in March. Parents/Guardians are strongly encouraged to attend this evening. On completion of the enrolment process, a request will be made for all relevant information to be made available from student's previous

school including the student's attendance record, behaviour record and special education needs. This will assist the school in making appropriate education provision for each student.

### **Right of Appeal against Board's Refusal to Admit Student**

Note to Parents: Should the Board of Management refuse to admit your son as a student you have the right to appeal to the Secretary General of the Department of Education & Science. The appeal must be made in writing and must be made within 42 calendar days from the date the decision of the Board of Management is notified to you. An application form for making the appeal is available from the school on request.

In addition to above, the Board of Management reserves the right to allocate a discretionary place in accordance with special circumstances.

The Board of Management decision in relation to any decision is final, subject only to the right of appeal under Section 29 of the *Education Act, 1998*.

Parents of students with disabilities and/or special educational needs seeking enrolment in St John's College are asked to furnish the school with relevant documentation and reports prior to enrolment. This documentation enables the school to apply to the Department of Education for additional support and resources. Failure to do this may result additional supports being forfeited. Consequently, the school may not be in a position to offer these students a place.

# **Appendix 1;**

## **St. John's College, De La Salle College Special Class**

### **Admissions Policy**

1<sup>st</sup> of March, 2012

#### **Introduction**

St. John's College, De La Salle is an all boys voluntary school serving the local community of Ballyfermot and the surrounding area. The school operates under Le Cheile Trust. The college will open a special class in September 2012 to cater for students with ASD. The ASD Unit is funded and resourced by the Department of Education and Science. This school policy has regard to the funding, resources, services and spaces available.

Procedures for admission are set out having regard for the Education Act, 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education for persons with Special Needs Act 2004.

Health Service Executive Input: Essential services are provided by the Health Executive Service. These services include Speech and language Therapy and Occupational Therapy. St. John's College, De La Salle has no control over these services, merely acting as relevant setting for their provision. All queries about these services must be addressed to the HSE and not St. John's College, De La Salle.

The class will have the capacity to cater for a maximum of six pupils who:

- Are secondary aged pupils (as per Department of Education and Science guidelines)
- Have a diagnosis of ASD ( Psychological/Education Assessment must be current, within last two years)
- Have the potential to be part of a mainstream secondary school
- Have potential to access the mainstream curriculum or part of the mainstream curriculum with the support of the special class.
- Have completed primary school education or equivalent.

The main aims of the special class will be:

- To meet the educational needs of the students
- To provide academic support in the areas of literacy and numeracy skills
- To support the participation of students in mainstream activities as appropriate
- To enhance the social and communication skills of the students
- To develop organisational skills and strategies to enable the students cope with everyday life

The special class will facilitate a transfer programme for new students. The model of reverse integration will underpin the work of the special class.

## Admissions Team

A specially appointed admissions team will review applications and apply the admissions criteria. The admissions team will consist of the principal of St. John's College, the coordinator of the special class and one or more persons as nominated by the Learning Support Team.

The role of the admissions team is:

- To consider each individual application in the context of the entry criteria as outlined in this policy
- To determine if the individual application meets the entry criteria
- To ensure a fair and consistent procedure is used when deciding on individual applications to the special class in St. John's College, De La Salle. **The following criteria will apply: places will be allocated to a)brothers of students, students attending De La Salle National School, Mary Queen of Angels, St. Ultan'a National School Cherry Orchard, or schools in the following catchment areas: Ballyfermot, Cherry Orchard, Palmerstown, Chapelizod, Lucan, Inchicore, Kilmainham. Students not in the above categories will be considered in order of receipt of initial letter of application as per mailing list.**
- To assess the applicant's needs and the capacity of the special class to meet these needs.

### In accordance with the Education Acts:

Admission to a particular course/activity is subject to places being available and is governed by three principles:

That in the professional judgment of the School Authority (the term 'School Authority' as in these regulations, indicates The Board of Mangement, or an officer delegated to act on his behalf), and

following an interview (if deemed appropriate) the student/participant is suitable for the course/activity.

That in the professional judgement of the School Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.

That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.

## Criteria

### 1. Professional Report

**Psychological Report or multi-disciplinary team report is required.**

A multi-disciplinary team can consist of a Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, Physiotherapist etc. Private and public professional reports are acceptable

**A diagnosis of Autism/Autistic Spectrum Disorder specified by a psychologist or multi-disciplinary team is required.** Where an individual has multiple/co-occurring disabilities Autism/ASD should be the primary need/disability.

Please note that St. John's College can only accept NEPS reports. ( National Education Psychological Service)

The NCSE will not accept non-Irish reports.

**A recommendation that a special class placement for either whole or part of the day in mainstream school is required.** This recommendation must be made by the professional and indicated in the report.

All assessments, **preferably**, should be dated within twelve months of the application deadline (September 30th) of year of entry to special class) and should refer to the pupil's transition to second level education. If deemed necessary by the school, further assessment may be requested by St. John's College, De La Salle prior to enrolment.

Written parental consent will be sought prior to any report being read by members of the Admissions Team.

All reports and documentation will be stored confidentially and locked in a secure filing cabinet.

( For further information on assessments please visit [www.neps.ie](http://www.neps.ie))

### 2. Cognitive Ability

The class will be able to provide for applicants functioning **at least in the mild intellectual disability range of cognitive ability.**

Parental permission to access the applicant's primary school/previous educational setting records, including copies of the most recent IEP and records of academic attainment will be sought.

It is desirable that the SEN teacher of the special class speak to the previous school/educational setting personnel to determine the applicant's level of academic achievement.

### **3. Waiting List**

If all available places in the special class are filled, then applicants will go on a waiting list and be prioritised when places become available **as per admissions criteria.**

## **Procedure for Admissions**

### **1. Prior to September 30<sup>th</sup> of the year before entry:**

Parent/Guardian makes application for a place for their son in the special class to St. John's College, De La Salle College. Application must include:

Letter of application from parent/guardian

Criteria documentation/reports as outlined above

Special Class Application Form

### **2. During January of year of entry:**

Primary school/ previous educational setting will be contacted and or visited by coordinator.

All applicants and their parents/guardians will be invited to a general meeting.

Parents/guardians are contacted to confirm that they wish to continue with their application for their son.

### **3. During April:** 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.

4. **Early May:** Parents will be notified of admissions team decision
5. **Mid May:** A transfer programme for students who have been allocated a place in the special class will commence.
6. **September:** Students will commence their first year programme

## **Informing Parents of the Special Class Admissions Policy**

A copy of the admissions policy will be issued to parents when the school receives an application from them.

This policy has been ratified by the Board of Management of St. John's College, De La Salle College and is effective from \_\_\_\_\_. The Board of Management reserves the right to amend and review this policy.

Concerns regarding this admission policy and/or its implementation should be directed to the school principal.