



St. Ailbe's School

ENROLMENT AND PARTICIPATION (TRANSFER) POLICY

Policy Area	Schools
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Reviewed/Amendment	<p><i>Reviewed at BOM 17.10.18</i></p> <p><u>General Information</u> <i>'In the academic year 2018 2019, there are 36 teachers in the schools in addition to a Guidance Counsellor, 8 Special needs Assistants'</i></p> <p><u>Enrolment Procedures</u> <i>'For the academic year 2019-2020 the maximum number of enrolments for first year will be 75 students. The closing date for applications will be Friday the 14th of December 2018.'</i></p> <p><u>ASD Class</u> <u>Allocation of Places</u> 5. <i>'The cap of 75 students for 1st year students does not apply to students entering our ASD class if there is available space.'</i></p>
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Dilseacht don Fhíor agus don Dúchas

Scoil Ailbhe Naofa



St. Ailbe's School

Draft Policy Document

On

Enrolment and Participation

Dilseacht don Fhíor agus don Dúchas

Scoil Ailbhe Naofa

Introduction

St. Ailbe's School is hereby setting out its Enrolment and Participation Policy in accordance with the provisions of the *Education Act, 1998, Section 15, 2 (d)* and it trusts that by doing so that parents will be assisted in relation to enrolment matters. The following personnel will be happy to clarify any further matters arising from the policy.

Ms. Anna Tuohy Halligan, Chairperson, Board of Management, St. Ailbe's School, Tipperary Town, Co. Tipperary.

Mr. *Ruaidhri Devitt*, Principal, St. Ailbe's School, Tipperary Town, Co. Tipperary.

A copy of this policy is available at the schools office and is also available to view on www.ailbes.com

Mission Statement:

St. Ailbe's School is a Co-Educational Post Primary school under the trusteeship of the Tipperary Education and Training Board, Administration Offices, Western Road, Clonmel, Co. Tipperary.

Tel: 052 21067

Our mission statement is as follows:

- To provide quality education that meets the actual needs of young people in the best quality learning environment, creating an atmosphere of trust and confidence between students, parents, and staff which enhances self-esteem and self-worth.
- To help all pupils reach their full potential in all areas of life, moral. Academic, social and vocational, recognising that there is no single standard that applies to all.
- To help pupils grow in confidence with a positive outlook on life and with the due consideration for others and for property.

General Information:

St. Ailbe's School, Rosanna Road, Tipperary Town, Co. Tipperary

T: (062) 51905. F (062) 51378. Web www.ailbes.com

In the academic year *2018 2019*, there are 36 teachers in the school in addition to a Guidance Counsellor, 8 Special Needs Assistants, 6 canteen staff, one secretary, one caretaker and two part time cleaners. The number of teaching staff is linked to student numbers and may consequently vary each year. Students follow a three-year junior cycle and a two or three-year senior cycle which may or may not include an optional Fourth (Transition) Year. The school depends on grants and teacher resources provided by the Department of Education & Science and is operating within the regulations laid down by the Department of Education & Science. School policy has regard for and is cognisant of resources and funding available from the Department of Education & Science.

St. Ailbe's School follows the curricular programmes prescribed by the Department of Education & Science, which may be amended, from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). Within the context and parameters of Department of Education & Science regulations and programmes, the rights of Patrons, as set out in the Education Act, and the funding and resources available. The school supports the principles of:

- Parental choice in relation to enrolment.
- Respect for the diversity of beliefs, traditions and languages.
- Equality of access and participation in the school.
- Inclusiveness, with cognisance of students with disabilities or special educational needs.

Board of Management:

Ms Anna Tuohy-Halligan: Chairperson of the Board of Management.

Mr. Ruaidhri Devitt: Secretary to the Board of Management, Principal of St. Ailbe's School.

Mrs. Bridget McCormack: Staff Representative

Mr Patrick Kennedy: Staff Representative

Mr .Pat Moroney: Community Representative

Mr. John Nash: Parents Council Representative

Ms. Melanie O Grady Parent Council Representative.

Cllr. Mary Hanna-Hourigan: ETB Representative.

Parents Association:

The Parents' Association represents the parent body and meets regularly with the school Principal.

Students' Representative Council

Represents the student body and meets regularly with teachers and Management. They are also involved with the development of some school policies.

Parental Responsibility

The parent/guardian of a child (or a student who is over 18 years of age) who has made an application for admission to a school may be required to furnish such information as may be prescribed by the school/centre authority.

Prior to admission to a school, the parent/guardian and child (or a student who is over 18 years of age) shall be required to sign a written undertaking to comply with the school's code of behaviour

Admission and Participation Policy:

Admissions: St. Ailbe's School welcomes all eligible students who apply, including those with special needs. The board is aware of its obligations under relevant equality legislation.

St. Ailbe's School has due regard for the efficient use of resources and is also aware of its obligations to provide for maximum accessibility of students to the school and to promote the right of parents/guardians to send their child to the school of their choice, as well as its legal duty to the patron to uphold the characteristic spirit of the school.

Enrolment Procedures:

All enrolment applications must in the first instance be made to the school Principal. The school Principal may refer the enrolment to the Board of Management if he/she feels grounds may exist for refusing to admit the student.

For the academic year **2019-2020** the maximum number of enrolments for first year will be 75 students. The closing date for applications will be Friday the **14th of December 2018**. If our enrolments reach a number significantly greater than this the school may consider increasing the threshold.

Places are awarded in the following order:

1. Students transferring directly from primary school to first year in St. Ailbe's and who reside in the catchment area.
2. Students who have a sibling that is currently enrolled in St Ailbe's.
3. The children of staff members from the school.

If there are insufficient places available under the above it may be necessary to allocate those places on the basis of an open draw. Such a draw, if required, will take place at a Board of Management Meeting.

Application Process/Procedure

In addition to various procedures and processes associated with admission the following should be noted.

Admissions are curtailed by resources, plant and funding available to the school.

Under Department of Education & Science rules secondary school students must be aged 12 years on the 1st January in the calendar year following the students' entry into first year. The school will require an original birth certificate at registration. This will be returned immediately.

Procedures around Enrolment

Procedures for enrolment may include:

- 1) Application form to be completed
- 2) Interview with parent/guardian

St. Ailbe's School may seek the following information from parents/guardians of students who have not reached the age of 18 years or from students who have reached the age of 18 years, prior to making a decision regarding their admission to the school.

- 1) Name, date of birth of student, birth certificate of the student
- 2) Address of student/parents
- 3) PPS number of student.
- 4) Phone numbers including emergency phone numbers.
- 5) Details of previous school(s)
- 6) Religion of student (St. Ailbe's is a faith inclusive school)
- 7) Relevant medical information.
- 8) Information from previous school
- 9) Any relevant information regarding custody of the student/legal orders pertaining to the student.
- 10) Any relevant information regarding the educational needs of the student.
- 11) Educational Psychological reports.
- 12) Had the student access to SNA supports in previous schools
- 13) Permission to use photographs of students in activities relating to school

Necessary Information from Applicants as stated above and in addition

- Details of any disabilities or special educational needs¹
- Further information which may be relevant to the school and/or its ethos.
- It is also school policy to ask for copies of all psychological and medical reports prior to registration while at the same time affirming that St. Ailbe's School welcomes those students with disabilities. These reports will enable the school to assess their needs so as to plan the provision of appropriate facilities and to deliver an appropriate education.

If these needs are difficult to meet, the Principal and Support staff will meet with parents/guardians to discuss this, and it may be necessary on grounds of safety to defer or restrict the actual attendance until the equipment and supports have been put in place.

¹ *St Ailbe's School is entitled to inform itself about any special needs that incoming students may have:*

Transfer of Students from other schools

While it is appreciated that in certain exceptional circumstances transfers are unavoidable (e.g. a change of residence or a family moving into the area) as a matter of general policy transfers into the school are discouraged in the overall interests of the continuity of the student's education.

An application to transfer is defined as one from a student who has previously enrolled in another school in or outside the catchment area or from a student who makes application after the commencement of the autumn school term. In general it is the policy of the Board of Management not to accept transfer applications from students previously enrolled in other post-primary schools.

The following is an outline of the procedures to be followed before a transfer from other schools is considered for approval:

1. Parent/guardian and student wishing to transfer must make an appointment to meet with school Principal.
2. Following this meeting a Written Letter setting out clearly the reasons for the transfer request must be submitted to the school Principal along with:
 - a. The two most recent reports from the pupil's previous school
 - b. A written reference/report from the previous school to include information with regard to behaviour, attendance and academic progress together with two additional written references, dated within one month of the date of meeting with school Principal, from a local Youth Club/Sports Club or similar organisation and/or a member of the Garda Síochána and/or a person of standing in the community
 - c. A statement on special needs, if relevant.
 - d. Transfer student's School Journal/Diary for present academic year
 - e. English/Maths homework copybooks for present academic year

The school also reserves the right to request a confidential reference from the authorities in previous school(s) and such other background checks as may be deemed appropriate in order to fully consider the application.

Having due regard and respect for the statutory and constitutional rights of parents and their children, the Board of Management reserves the right to refuse any application in particular circumstances, which might include but are not confined to the following:

1. An established prior record of poor behaviour and, in particular, any propensity towards violence against other pupils and/or members of staff.
2. Lack of adequate resources to cater for particular needs.
3. Insufficient educational attainment to participate in a particular course, e.g. a post-leaving certificate programme.
4. An application from a student who has not fully exhausted the section 29 appeal in their current/previous school
5. Students who have less than 140 days' attendance the previous year unless medically certified.
6. A request to transfer into an exam year.

Applications to transfer into the school will be considered having regard to the overall wellbeing of existing pupils and the availability of physical space and resources.

Following consideration by the Board of Management of individual applications to transfer into the school, where the Board has good grounds for forming the fair and reasonable opinion that it would not be in the best interests of the existing students and/or the applicant to accept such a transfer, it is the policy of the school to refuse to enrol such applicants.

Applications will not be accepted from students who are the subject of ongoing disciplinary proceedings in another school which includes any ongoing statutory procedures in accordance with the Educational Act 1998 or The Education (Welfare) Act 2000.

In general, it is the policy of the Board of Management not to accept transfers during the school year. However in the case of students whose family have moved into the catchment area, and who are not enrolled in another post primary school, such applications will be considered.

St Ailbe's School Board of Management shall normally issue a decision to the parent/guardian of a child within 21 days of receipt of the relevant information outlined, or within 21 days of the specified closing date for enrolment, pursuant to the Education Welfare Act Section 19 (3).

Right of Appeal

Parents/ guardians have a right of appeal, initially to the Tipperary ETB and thence to the Secretary General of the Department of Education and Science, under Section 29 of the 1998 Welfare Act in the event of an unsuccessful Application.

Repeat Leaving

Students from St Ailbe's who wish to repeat their Leaving Certificate must apply in writing to the school Principal stating the reasons why they wish to repeat and nominating the subjects and subject levels. The Principal/Deputy Principal will ascertain if repeating is in the best interest of the student who is accepted. This acceptance is conditional on the student agreeing to reasonable conditions laid down by the Principal. The Code of Behaviour fully applies to all repeat students and any student with a record of behaviour that is disruptive to learning will not be accepted.

LCA

Students will be given an application form which will need to be returned by a set date. The parents and the student will be invited to an interview with the LCA coordinator and the Principal/Deputy Principal. The student and parents will need to sign a contract where they commit to:

- 1) A minimum attendance level of 90%
- 2) They will arrange their own work experience which will take place every Friday. Work experience also counts towards attendance.
- 3) The programme is based on continuous assessment with keys assignments and tasks which are also compulsory.

Transition Year - Admission to the Programme

Priority will be given to students of St Ailbe's. 26 places are available. Places will be allocated subject to an interview and the following criteria:

- 1) Meeting the student's aspirations.

- 2) Good record of attendance, punctuality and behavior.
- 3) Students must have shown the ability to meet deadlines and complete assignments and project work.
- 4) Positive contribution to school life; involvement in extra-curricular activities.

Code of Behaviour

St. Ailbe's School has a detailed Code of Behaviour Policy. It outlines the system of rewards and sanctions the school operates to promote a climate which facilitates the teaching and learning that is at the heart of the school's educational mission. Prospective students and their parents/guardians must read and familiarise themselves with the school's Code of Behaviour, which they are required to accept and sign. Prior to registration and admission to the school the parent (or a student who has reached their 18th birthday) shall be required as a condition of such registration and admission to confirm in writing (a) that the Code is acceptable to them (b) that they will make all reasonable efforts to ensure compliance with the Code of Behaviour.

Suspension and Expulsion

In cases of suspension parents will be informed in writing (a) of the reason for suspension (b) of the period of suspension (c) that the pupil will be regarded as being in the care of the parents from the end of the school day in which he/she was suspended. School management reserves the right to expel pupils in extreme circumstances in accordance with the Education (Welfare) Act, 2000, (24-(1)). Should there be cause for complaint by parents/guardians or students aged 18 or over in relation to the application of the above code of behaviour, procedures in accordance with the Education Act and as stipulated by the Board of Management may be followed.

This Policy was ratified by St. Ailbe's School Board of Management on *September 2015*.

Data Protection Issues.

Information submitted will be used only for the identified purposes as laid out in Appendix StA-1. This information is stored electronically and is password-protected. This is in compliance with the 2003 Amendment Act to the Data Protection Act 1998.

On signing the application form for enrolment and participation in St. Ailbe's School a student and his/her parent /guardian thereby agree to abide and support the ethos and spirit of the school, its rules, policies and structures.

South Tipperary ETB (including St. Ailbe's School) is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied by parent and student is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details may also be used to notify parent and student of school/ETB events or activities. While the information provided will generally be treated as confidential to St. Ailbe's School, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Science, the Department of Social & Family Affairs, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another school (where the student is transferring). 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. Should the parent or student wish to update or access your/your child's personal data they should write to the school Principal, **Mr. Ruaidhri Devitt**

Details may also be used within the school in the following circumstances.

- Mailing information to Parent/Guardians e.g. Exam Results,
- Informing parents/guardians of changes to the school calendar
- Informing parents/guardians about school tours and educational outings
- Issuing details re elections to BOM /Parents' Association and other such committees within the school.
- Dissemination of school policies.
- Truancy Call Programme, or other such programmes to counteract truancy
- Answers enquiries from Department of Social, Community and Family Affairs.

Admission and Participation by Students with Special Needs.

Students with disabilities and special needs can enrol in St. Ailbe's School and can participate in all programmes on offer to the extent that their doing so is consistent with their own safety and that of other students, ***and that the school will, in so far as resources permit, provide special treatment and facilities to enable them to participate in the life of the school,*** unless to do so would expose them or others to an unacceptable degree of risk, would be excessively disruptive of any programme or activity or give rise to excessive cost that the school could not reasonably to expect to bear.

St. Ailbe's School and Tipperary ETB acknowledges the rights of all children including children who have a disability or who have other special educational needs, as they relate to education pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

St. Ailbe's School and Tipperary ETB acknowledges its duty to promote equality of access to and participation in education, pursuant to the Education Act 1998 Section 6 (c) and subject to the functions of the Minister pursuant to section 7 (1) of the Education Act 1998.

St. Ailbe's School and Tipperary ETB acknowledges the right of parents to send their children to a school of the parent's choice, having regard to the rights and statutory /legal duties of the Board and the effective use of resources pursuant to the Education Act 1998 section 6 (e).

With regard to the admission of students to any of its schools, Tipperary ETB affirms its statutory obligation under the Equal Status Act 2000 as it applies to educational establishments.

ASD Class:

Criteria for Enrolment/Admissions for children with Autism

The criteria which will be applied to each applicant, incorporating Department of Education and Science and H.S.E policy is:

1. Professional Report

1. The Professional Reports required are a psychological report or a multi-disciplinary team report. A multi-disciplinary team can consist of a Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, Physiotherapist etc. Both private and public professional reports **will** be accepted.
2. A diagnosis, using the DSM-IV or **DSM-V** or ISD 10, of Autism/Autistic Spectrum Disorder is required to be made by a Psychologist, or Multi-disciplinary team.
3. There must be a recommendation by the professional, included in the report, that a special class placement in mainstream or special school is necessary.
4. For enrolment into an ASD class, a diagnosis of ASD must be the student's primary diagnosis. The special ASD classes are to educate and integrate students on the ASD

spectrum within the mainstream school community. Staff operating in the ASD classes will be trained and resources will be provided to address the needs of students specifically arising from their ASD diagnoses.

5. Students with additional comorbid psychiatric diagnoses will not be considered for enrolment as their therapeutic needs will extend beyond the educational resources available in the ASD classes at St. Ailbe's.
6. Students with comorbid behavioural disorder diagnoses will not be considered for enrolment in the ASD classes as they may disrupt and endanger the vulnerable population of students in the special classes.
7. The student must have received a formal cognitive or developmental assessment, within two years prior to the proposed start date in St. Ailbe's, which determines that their current level of intellectual functioning is in the Mild Learning Disability range, or better. This criterion is deemed necessary to ensure that the student has sufficient cognitive ability to access the autism-specific teaching strategies.

2. Allocation of Places

Applications will only be taken for enrolment in our ASD class in the year preceding student's entry to second level. The school will accept enrolments from the 1st of September 2018 for students wishing to begin school in September 2019.

1. It will be on a first come first served basis subject to sanction from our SENO.
2. St. Ailbe's currently has two ASD classes, each with a maximum capacity of 6 students.
3. Applications received will be dated and placed on file. There will be no waiting lists created for students who are not eligible for enrolment at the start of the next academic year.
4. Applications for enrolments will not be considered after the 30th of September for that academic year.
5. The cap of 75 students for 1st year students does not apply to students entering our ASD class if there is available space.

Applications will **only** be accepted from students transferring directly from primary school to first year in St. Ailbe's.

In the event of the number of applicants exceeding the number of available places the following procedures will apply:

1. Priority will be given to students who are transferring from primary schools in the recognised catchment area as outlined in the school's admission policy.
2. Priority will also be given to students who are presently enrolled in St. Ailbe's and who may also qualify for access to our ASD class
3. All placements will be the subject of on-going review

Programme Content

The individual students programme will be based on the normal second level programmes. The detail of the programme to be followed will be the subject of discussion and agreement between the staff of the ASD class and the parent's/guardians of the applicant and others as appropriate.

Role of the Parents/Guardians

1. The parent(s)/guardians must fill in and return a St. Ailbe's School Enrolment form.
2. The parents/guardians of the prospective student must have met the Principal or Deputy Principal.
3. It is essential that parents/guardians meet with the lead teacher of the ASD class and any other relevant parties before the learner starts at St. Ailbe's School.
4. Clear guidelines with regard to daily communication between parents/guardians and the lead teacher in ASD classes must be defined at the start of the academic year.
5. The parents/guardians of the student, and the student, must accept and agree to the school's Code of Behaviour and to the specific conditions pertaining to participation in an ASD class in St. Ailbe's. These specific conditions will be outlined to the parents/guardians during the application process.

This policy shall be regularly revised by the Principal, Board of Management of St. Ailbe's School, SENO, Health Service Executive and the Department of Education and Science.