

*Ratified by BOM*  
*25/04/2024*

# Admissions Policy



## Scoil Náisiúnta Droichead an Chláir



### *Admissions Policy*

## Clarecastle National School, Clarecastle, Co. Clare

School Website: [www.clarecastleschool.com](http://www.clarecastleschool.com)

Roll number: 17026M

School Patron: Bishop Fintan Monahan

### 1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron December 2022. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Clarecastle National School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

**This policy must be read in conjunction with the annual admission notice for the school year concerned.**

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

### 2. Characteristic spirit and general objectives of the school

Clarecastle National School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Clarecastle National School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

## Clarecastle National School Mission Statement

In Clarecastle National School we wish to nurture the child in all dimensions of his/her life- spiritual, moral, cognitive, imaginative, aesthetic, social and physical, thus enabling the child to achieve his/her full potential and meet the demands of life both now and in the future with self-confidence and assurance.

**“THAT THE CHILDREN MAY HAVE LIFE AND LIVE IT TO THE FULL”. (JOHN 10:10)**

### 3. Admission Statement

Clarecastle National School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Clarecastle National School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

Clarecastle National School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

Clarecastle National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it

refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

Clarecastle National School is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

Clarecastle National School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with Autism Spectrum Disorder.

In line with the provisions of Section 3 (f) and (i) of this policy all pupils, irrespective of disability or special educational need, are welcome to apply to enrol in our school. Our school currently has one class for pupils with ASD. [See Appendix 1 for details.](#)

In Clarecastle National School SET supports are allocated in line with NEPS Continuum of Support Framework. Supports provided to pupils with special educational needs will be based on identified needs and will be informed by regular reviews of progress (in consultation with parents and pupils) as outlined in the Continuum of Support Guidelines. As a guiding principle pupils with the greatest levels of need will have access to the greatest level of support, as decided by the school.

#### **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a class, as determined by the Board of Management, is oversubscribed as notified in annual admissions notice.
- c) Additional enrolment in a particular class group, as determined by the Board of Management, may have a negative impact on the provision of effective education of the particular class group based on their educational need.
- d) a 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

Clarecastle National School is a Catholic school and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

**Note: Although obliged by the State to include the above statement, Clarecastle National School has never refused admission to any child on these grounds and does not envisage**

**ever doing so, as to do so would be contrary to the inclusive and welcoming nature of the Catholic ethos of the school.**

The special class attached to Clarecastle National School provides an education exclusively for students with Autism Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. *Applicants with siblings currently enrolled in the school (including step siblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest;*
3. *Children of staff members, priority eldest ;*
4. *Children who are not residents of the parish, whose home address is closest to the school school (as measured by a straight line in OS map).*

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be allocated by random selection which will be independently verified by:

- A member of the Parent Association
- School Principal

## 7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;

- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than applicants with siblings currently enrolled in the school (including step siblings, resident at the same address)

- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to Clarecastle National School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 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.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## 10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Clarecastle National School, you must indicate—

(i) 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) whether or not you have applied for and 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.

## 11. 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 Clarecastle National School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.
- (v) The child has special educational needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education.
- (vi) Where in the opinion of the Board of Management, the student or their enrolment poses an unacceptable risk to other students, to school staff or to school property.
- (vii) Where applicants have failed to provide the required documentation.  
Documentation required:
  - Completed Enrolment Registration Form
  - A copy of prospective pupils' birth certificate.
  - Proof of address in the form of a recent utility bill (not older than 6 months). Mobile phone bills are not acceptable as proof of address.

In the event of being unable to supply a recent utility bill because of living in rented accommodation, an applicant must supply a written declaration from their landlord/County Council that they are the legal tenant at the address supplied on the Enrolment Application Form and Enrolment Registration Form.

## 12. 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.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

### **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Clarecastle National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Clarecastle National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

### **15. Procedures for admission of students to other years and during the school year**



The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

*Applications for enrolment during the school year will be considered subject to school policy, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the parish.*

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

*In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Clarecastle National School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.*

*Placement on the waiting list of Clarecastle National School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.*

Pupils wishing to enrol in Clarecastle National School must be 4 years old by August 31<sup>st</sup> on the year on which they will commence school.

Junior Infants, with the exception of students transferring from another school, may only be admitted to the school prior to 30<sup>th</sup> September.

## **16. Declaration in relation to the non-charging of fees**

The board of Clarecastle National School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17. Arrangements regarding students not attending religious instruction**

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

It is school policy that Pupils of other faiths are very welcome at Clarecastle National School. When they enrol it is clearly stated that they are enrolling in a school with a Catholic ethos and that this ethos of caring and consideration for others permeates all in the community. Children are not removed from class during the religion lesson but can work at other curricular tasks. Children of other faiths and their families are most welcome to join their class at any sacramental or liturgical preparation/celebration.

## 18. Reviews/appeals

### **Review of decisions by the board of Management**

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

**The policy was ratified by the Board of Management of Clarecastle National on 25/04/2024.**

Signed: \_\_\_\_\_

Date: 25/04/2024

**Mr. Pat Bergin**

**Chairperson of Board of Management**

## Appendix 1

### Class for Pupils with Autistic Spectrum Disorders (ASD)

The Board of Management Clarecastle N.S. has set out this policy in accordance with the provisions of the Education Act of 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2002.

The decision to provide a special class for children with a diagnosis of Autistic Spectrum Disorder in Clarecastle National School was taken by the Board of Management of the school in conjunction with the Principal and staff in April 2021. The decision was taken with a view to provide an education in a mainstream setting for children who have an Autistic Spectrum Disorder and who fulfil the enrolment criteria.

Clarecastle National School is a mainstream co-educational primary school with a Catholic ethos under the patronage of the Bishop of Killaloe.

The ASD class at Clarecastle National School is a class for children with ASD who have been recommended for placement in an ASD class in a mainstream primary school and who have the potential to integrate into a mainstream, age appropriate class. All placements will be reviewed annually in order to ensure that the placement continues to be appropriate for each child. The maximum class size is 6 pupils. Access to speech therapy, occupational therapy, physiotherapy etc. will be dependent on local H.S.E. services.

#### Our Aims

We aim to offer a positive meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm.

Our ASD class offers an autism specific learning environment within a mainstream co-educational national school. This setting facilitates **optimum inclusion** in mainstream education as part of the school community as appropriate, with regard to levels of general learning disability resources and suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting their areas of need.

#### **Inclusion and integration into the mainstream classes**

*The school has identified 8 levels of integration:*

##### **Level One: Immediate Peer Group Integration**

The child integrates with his/her own peer group within the ASD class.

##### **Level Two: Outdoor Play Integration**

At playtime the child plays in the school playground with his/her mainstream pupils. The SNA will accompany the child.

### **Level Three: Indoor Play Integration**

The child visits his/her mainstream classroom for structured play activities. The SNA will support the child.

### **Level Four: Subject-specific Activity Integration**

The child visits his/her mainstream classroom to access a specific curricular activity. The integration at this level focuses on one specific activity at a time. The child returns to the ASD Class once the activity has been completed. The activity is short in duration and a high success rate is anticipated. Integration for activities such as School Assemblies, School/ Class Trips/ School Fun Days will be considered at this level.

### **Level Five: Core Subject-specific Integration**

The focus at this level is on one of/ both numeracy and literacy and may involve integration for more than one activity.

### **Level Six: Time-specific Integration**

The child is timetabled to join his/her mainstream class for a specified time agreed by both the class teacher and the ASD Class teacher. This form of integration challenges the child's sense of routine. It allows the child to access more than one subject at a time and expose him/her to situations where the routine may be altered by the class teacher.

### **Level Seven: Time Non-Specific Integration**

The child accesses the mainstream classroom without time parameters. The child may return to his/her ASD class at the discretion of the class teacher.

### **Level Eight: Full Integration**

The child is fully integrated into the mainstream classroom.

### **Application Procedure for Enrolment**

1. Enrolment Application Forms for the ASD Class will be accepted until the closing date for submission of enrolment applications which is the first Friday in February annually. All applications will be placed on a Waiting List. Applications received on or before this date will be acknowledged within 21 days of the closing day for the submission of applications.
2. Requests for Enrolment Application Forms for ASD Class and queries regarding supporting documentation should be made to: Principal, Clarecastle National School, Clarecastle, Co. Clare. Telephone: (065) 6828274.

*Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it not guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation*

*to applications for enrolment are made by the Board of Management in accordance with our enrolment policy.*

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

- ▶ The child must have a diagnosis of Autism/Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.
  - ▶ Original Birth Certificate.
  - ▶ A written psychological assessment/report dated within 2 years of being submitted or a written report from a multi-disciplinary team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a physiotherapist. Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team.
  - ▶ There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. In this regard it should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.
3. All applications received by the closing date will be considered by the Admissions Team. Late or incomplete applications will not be considered. The team will include the school Principal, Deputy Principal, Assistant Principal Grade 1, Special Needs Co-ordinator and a special class Teacher. The Admissions Team may seek the advice of the school's allocated NEPS psychologist.

The function of the Admissions Team is to:

- ▶ Ascertain how many places are to be filled in the ASD Class. The maximum number of pupils in the class will be 6 pupils.
- ▶ Review all applications and all documentation relevant to a child applying for a place in the ASD class.
- ▶ Verify the class's suitability in meeting the needs of the child.
- ▶ Verify that there is a recommendation from a psychologist for placement in a special class in a mainstream school.
- ▶ Verify the suitability of the child for potential meaningful integration in an age appropriate mainstream class.
- ▶ Verify that the child is at least 4 years old on or before September 1<sup>st</sup> on the year of enrolment.
- ▶ Verify that the child has an intelligence score in the average or low average range (a Full Scale Intelligence Quotient score of 75 or greater) when compared to other children of a similar age.
- ▶ Identify qualifying applicants with reference to these criteria.
- ▶ Prioritise each qualifying applicant with reference to selection criteria (Point 4 below).
- ▶ Make a recommendation based on these findings to the Board of Management.

*The Board of Management is responsible for and must respect the rights of the existing school community and in particular the children already enrolled.*

4. In the event that the number of children that apply for a place is greater than the number of places, such places will be filled on review of Enrolment Applications received in the following order of priority:
  - a) Pupils currently enrolled in our mainstream school (who fulfil the Special Class for enrolment criteria) with applications to transfer to the Special Class for Pupils with Autism, will be prioritised based on the longest period of enrolment in the school.
  - b) Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address).
  - c) Children living within the Clarecastle/Ballyea Parish
  - d) Children of current school staff.
  - e) If any places remain, they will be allocated via random selection

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Places will be allocated by random selection which will be independently verified by:

- A member of the Parent Association
- School Principal

5. When a place becomes available, parents and Principal complete the “Notification to NCSE of enrolment in a special class”. This is Form 7, available on [www.ncse.ie](http://www.ncse.ie). Completed Form 7 is posted to SENO.
6. All successful qualifying applicants will be placed on a Placement List, in accordance with the above criteria for places that may become available. All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management. The placement list is valid for vacancies which occur in the current school year only. All applications will be reviewed with reference to the selection criteria each year.
7. Parents who are offered a place must complete and return our regular Enrolment registration Form within two weeks of the letter of offer to accept a placement. If the school does not receive the Registration Form within the two week period, the place will be offered to the next child on the placement list for that school year.

The Board of Management will not refuse a child on the basis of ethnicity, religious beliefs, disability, traveller status, refugee status, political beliefs, 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.
- The Admissions Team decide that the school is unable to adequately meet the needs of the child.

Taking all of the above into account, and based on the advice of the enrolment team of the Autistic Class, the Board of Management may refuse the admission of a pupil if:

1. The class is oversubscribed.
2. The parents have refused to accept and support school policies.
3. Where applicants have failed to provide the required documentation.

Documentation required:

- Completed Enrolment Registration Form
- A copy of prospective pupils' birth certificate.
- Proof of address in the form of a recent utility bill (not older than 6 months). Mobile phone bills are not acceptable as proof of address.

In the event of being unable to supply a recent utility bill because of living in rented accommodation, an applicant must supply a written declaration from their landlord/County Council that they are the legal tenant at the address supplied on the Enrolment Application Form and Enrolment Registration Form.

### Pupils Transferring

Pupils may transfer to the ASD class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above.

### Placement

1. After placement in the class a relevant Individual Education Plan/Continuum of Support will be provided for the child. This plan will have an input from all parties involved with the education of the child. The ASD Class teacher is only obliged to produce one Individual Education Plan/Continuum of Support per school year. It is up to the professional opinion of the teacher involved if the Individual Education Plan/Continuum of Support needs to be updated more frequently.
2. Each child in the A.S.D. class will be assigned to an age appropriate mainstream class for integration purposes provided that this is in the best interests of the child, while having due regard to the educational benefit of all pupils enrolled in our school. Every opportunity will be used to promote inclusion in mainstream classes provided the child is ready for this step and has the necessary supports in place.
3. A review will take place at the end of the child's first year to assess whether the child's placement is appropriate.
  - The review will be carried out by school staff with parental involvement.
  - The outcome of the review will be examined by the Board of Management.



- If in the event that a placement is inappropriate, the school will liaise with the parents and outside agencies to decide if a more suitable school setting is appropriate but only with the express agreement of the parents.

## Behaviour

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's Individual Education Plan/Continuum of Support. Where a child's behaviour impacts in a negative way on the other children in the school to the extent that their constitutional right to an education/safety is being interfered with as judged by the Board of Management of the school, sanctions in line with the school's Code of Behaviour will be applied.

The decision of the Board of Management is final.

## Discharge

It is school policy to facilitate the discharge of pupils from the classroom once they have reached the age of 13. It will be deemed compulsory that the year that the student turns 13 will be their last year. Pupils who reach the age of 13 after September 30<sup>th</sup> in any year will be permitted to complete that academic year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable secondary school. Clarecastle National School will facilitate all transfer of records/reports as well as assist with any information required with regards to the student and Clarecastle National School will be deemed to have authority to forward all relevant reports and assessments to the Secondary school unless specifically instructed in writing not to do so.

Discharge from the class may also happen if a pupil is fully integrated into his/her respective mainstream class.