



Holy Well National School,
Ballea Road,
Carrigaline,
Co. Cork.

Roll Number: 20550A

Principal: Aidan Crowley

Application Procedure for Special Class

Each Special Class caters for 6 pupils. It is an essential requirement that all pupils to be enrolled in the Special Class have a diagnosis of Autism/ASD with complex needs, without significant intellectual impairment made using the DSM V or ICD 10 and a recommendation that a placement in an ASD special class is appropriate. A report from a registered psychologist is required as evidence of this.

1. Application Process

- Online applications for enrolment in the Special Class are available on the school website www.holywellns.ie . Please note you will need your child's birth certificate to hand when applying.
- The school will send a follow up request for the relevant reports. These must be sent to the Chairperson of the Board or the Principal by Friday March 24th.
- Applications are accepted from parents or guardians only.
- On receipt of the online application form, the pupil's details are recorded on an **Application Intake List**. This is done in date order and according to the criteria outlined below (Section 3 & 4) pending consideration for enrolment by Admissions Committee.
- The completion of an online application form and the placement of your child's name on any list do not confer an automatic right for a place in the school.

2. Documentation Required

- A completed online application form with birth certificate attached as outlined above
- A recent psychological report or a report from a multi-disciplinary team. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. The report must

be dated no more than 18 months prior to the proposed admission date. (Parents may be asked to furnish further up-to-date reports). **Note:** The overall IQ score/level of ability as measured in the educational assessment must fall within the Average or Mild General Learning Disability Range. Liaison with a psychologist may be deemed necessary.

- If applicable: A medical report which discloses all pre-existing medical conditions. (This information enables the Board to assess whether the school can provide for the medical needs of the pupil and to seek appropriate resources from the relevant government departments as necessary)

3. Eligibility for Admission to Special Class

- The pupil has a diagnosis of Autism/ASD with complex needs, without significant intellectual impairment made using the DSM V or ICD 10, and a recommendation that a placement in an ASD unit is appropriate
- The pupil meets the criteria for selection as outlined in Section 4
- The pupil does not have health, medical and safety needs which are beyond the scope of the Special Class to address with current resources in the school.

The Board of Management of Holy Well National School has a duty of care to all its existing pupils and staff and may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused (or delayed) to such pupils if, by accommodating that pupil, it would render the education and safety of other pupils impossible.

4. Enrolment Criteria

- **Category 1** Applications from existing pupils in the mainstream school who may need to transfer.
- **Category 2** Applications from children who have siblings enrolled in the school.
- **Category 3** Children of staff members who are 4 years of age on or before the 31st of March in the year of admission.
- **Category 4** Children who are 4 years of age on or before the 31st of March in the year of admission, who are resident in our catchment area of Carrigaline parish on the first day of the first term in Junior Infants.
- **Category 5** Children of families who are not resident in the catchment area, and are 4 years of age on or before 31st of March in the year of enrolment.
- **Category 6** Late applicants and Applicants who are late for the online submission stage or whose documentation (birth cert, proof of address, assessment reports) was submitted after Formal Registration stage (see Annual Admission Notice)
- In the event that the number of applications from children not currently enrolled in the school exceeds the number of available places, age appropriateness and the

Priority Categories listed in Section 6 of our Admissions Policy, are used to determine the priority given to applications.

Please note the following:

- The Admissions Committee will meet within two working weeks of the closing date for applications and will communicate its decision to the Board of Management at its next meeting. Offers of enrolment will be sent within 21 days of this meeting in accordance with the Education Welfare Act 2000. Parents are requested to accept the place offered in writing within 7 days of the date of the offer of enrolment.
- The Board will be guided by the principles of natural justice and will be reasonable, fair and transparent.
- The closing date for applications is March 4th.

5. Waiting List

In the event that more applications are received than there are available places a 'Waiting List' will be drawn up for the remainder of the year. This list has 6 separate categories as per enrolment criteria above (4). The pupil's name will be added to the list according to the relevant criteria in date order of application. The pupil in Category 1 is offered a place first and so on down to Category 5.

Please note that places offered cannot be held from year to year. If a place is offered and refused, the offer is invalidated and a new application must be made for future placement.

6. Refusal to Enrol

Parents will be informed in writing of the reason enrolment has been refused and of their right to appeal the decision under Section 29 of the Education Act 1998. Appeals may be made on the Appeals Application Form available from the school on request within 42 calendar days from date the decision of the school was notified to the parents. The form is also available on the DES website at www.education.ie

7. Placement Review

Occasionally concerns regarding the suitability of a child's placement arise and a review of the school's ability to continue 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 concerns that might arise at the earliest opportunity and may be asked to work in partnership with the school to consider all options open to the child up to and including review of the child's placement. In the event of an indication that the child may not be suitably placed the Board may request a multi-disciplinary team assessment is carried out to determine the best options open to the child.