

Coláiste Éinde

A Diocesan College for the Diocese of Galway.

Student Enrolment Policy

Applications are invited for enrolment in the school in accordance with this school Enrolment Policy.

Acceptance of Applications will normally take place during the year prior to entry.

The final date for receipt of completed Application Forms for prospective First Years will be the date of our Open Evening. This date will be advised in the local press each year in the first term.

Parents will be provided with a copy of the Enrolment Policy either when given an Application Form, or on receipt of a completed Application Form, or on request.

This Policy is also available on our website. www.endacollege.ie

Coláiste Éinde has one Hearing Impairment Class and one Autism Spectrum Disorder Class, the maximum number of places available for the entire school in each of these classes is 6. The number of available places will vary from year to year.

Places will be offered according to the criteria listed below and parents will be informed of placements as soon as possible after closing date for applications. Parents are entitled to appeal decisions regarding enrolment.

Parents must confirm acceptance of a place in writing within the period specified in the letter of offer. Failure to do so will result in the offer of this place being withdrawn and this place being offered to the student who is first on the waiting list.

Quota for spaces in First Year:

The maximum number of students to be enrolled in First Year in September will be 144 inclusive of places allocated to Hearing Impairment class and Autism Spectrum Disorder Class.

Procedure for Acceptance into Hearing Impairment (H I class) and Autism Spectrum Disorder Class (ASD Class) for First Year

1. Preference will be given to students fulfilling the criteria for the Hearing Impairment or Autism Spectrum Disorder Classes who are siblings of present or past students or child(ren) of a staff member (see Appendix A and B on Hearing Impairment/Autism Spectrum Disorder)

Places will be offered to students who fulfil the criteria for entry into these classes, subject to availability. (See appendix A and B on website or available from the office)

In the event of oversubscription of qualifying applicants, places will be allocated by lottery and a waiting list may be generated. (only applicants who meet the criteria for a place in these classes will be included in the lottery)

2. Remaining places will be allocated to applicants who have a Hearing Impairment or Autism Spectrum Disorder and who fulfil the criteria for qualifying for a place in either of these classes. (see Appendix A and B Hearing Impairment/Autism Spectrum Disorder)

Places will be offered to students who fulfil the criteria for entry into these classes, subject to availability. (See appendix A and B on website or available from the office)

In the event of oversubscription of qualifying applicants from no. 2 above, places will be allocated by lottery and a waiting list may be generated. (only applicants who meet the criteria for a place in these classes will be included in the lottery)

Procedure for Acceptance into Mainstream First Year

Following the allocation of places to:

- a) Siblings of present and past students
- b) Children of staff of the school
- c) Hearing Impairment Class
- d) Autism Spectrum Disorder Class

A lottery will be generated to allocate all remaining places.

An independent observer will be present when the lottery is conducted.

Multiple Sibling Application for First Year

This does not apply to the allocation of places in HI or ASD Class

In the case of a first year student being allocated a place in the school, all sibling(s) who have applied for First Year in the mainstream that same year will automatically be allocated a place within quota. Where the quota has been reached a lottery will apply to remaining siblings. These siblings will be placed first on the waiting list.

Right to refuse Enrolment

The school reserves the right to refuse enrolment to a student in exceptional cases. Such an exceptional case could arise where either:

- (i) The student has special needs such that even with additional resources available from the Department of Education and Science, the school cannot meet such needs and /or provide the student with an appropriate education.
- (ii) In the opinion of the Board of Management the student poses an unacceptable risk to other students, to college staff, or to school property.

Transfer from Another School

In general, it is advisable that students do not transfer between schools during the academic year. The application will be considered if the school is satisfied with the reason for transfer request. Applications are only valid for the academic year of transfer requested. The transfer will be subject to:

- A. A fully completed application form being submitted
- B. The allocation of a transfer place shall not cause the overall number of students in the school to exceed the overall number submitted to the DES at the time of application
- C. Suitable curriculum being available
- D. Space in Hearing Impairment Class and Autism Spectrum Disorder Class and general classes being available and subject to applications meeting the specified criteria (see appendix A and B)
- E. Full and proper records from previous school(s) being submitted including:
 - (i) details of special needs and/or psychological reports
 - (ii) record of behaviour
 - (iii) academic record
 - (iv) attendance record
 - (v) reference from previous school(s)
 - (vi) a list of required subjects

Note: Applications for transfer will not be considered unless all of the above (i-vi) is submitted with a completed application form.

- b) Where it is established that a student's behaviour is unacceptable in their previous school/schools, the Principal may decide not to accept such a student in the general Health and Safety and/or educational interests of the school community.
- c) provision of a written undertaking by parents and students that they find our Code of Behaviour acceptable and that they will make every effort to ensure compliance

Special Educational Needs

The Board of Management and staff of the school are committed to making the best possible provision for each and every student. It is therefore essential for parent/guardian to inform the school if their son/daughter has special educational needs and are applying for enrolment in either of the special education classes. (see appendix A and B)

Parents/Guardians of students with special needs, whether educational, medical, psychological or social should submit all relevant information in order that the school may plan and acquire the necessary resources, both teaching and ancillary to provide an appropriate programme of education for the student.

Coláiste Éinde is an organisation committed to equality of opportunity, working to remove bias, prejudice, stereotyping and discrimination

This policy was formally amended and adopted by the Board of Management on: 23/10/2018

Signed:.....

Date.....

Michael McCann
Chairperson Board of Management

Appendix A

Hearing Impairment – Circular Special Education 02/05

“Such pupils have a hearing disability that is so serious to impair significantly their capacity to hear and understand human speech, thus preventing them from participating fully in classroom interaction and from benefitting adequately from school instruction “... (*This category is not intended to include pupils with mild hearing loss*)

To gain admission to this class in Coláiste Éinde, hearing impairment must be the student’s pre-dominant barrier to accessing the curriculum. The maximum number of places available in this class is 6.

Parent /Guardians are required to:

- (1) Inform the school in writing that their son /daughter wishes to be considered for a place in the Hearing Impairment Class.**
- (2) Provide all relevant documentation within 5 school days after the closing date for receipt of applications for First Year.**

An admissions committee comprised of the visiting teacher for the deaf, the SENO and the Principal shall consider all valid applications. Decisions of the committee will be informed by Circular Sp Ed 02/05 and the school enrolment policy.

Where an application for a student to be enrolled specifically in the Hearing Impairment Class is unsuccessful and the student has severe to profound hearing loss, this student will not be accommodated in the mainstream intake as Coláiste Éinde would not have the capacity to meet their diagnosed needs.

Appendix B

Eligibility for Enrolment in Autism Spectrum Disorder Class:

The following conditions, along with the general criteria outlined above, must be satisfied for enrolment to be considered;

- a. The pupil has a diagnosis of Autism i.e. DSM-IV, DSM-IV-TR, DSM-V or ICD-10, from a professional recognized by the HSE and a written recommendation from them for placement in a Special Class attached to a mainstream secondary school.
- b. A detailed Psychological and Cognitive Assessment noting that the student is assessed to be within the mild/general to above average range of intellectual ability. The support structure in facilitating students with Autism Spectrum Disorder in the special class is unable to assist students with moderate, severe or profound intellectual ability.
- c. Each application should be supported by a report from the primary school, previous secondary school if transferring, outlining the student's academic, social, emotional and behavioural needs and outlining the current extent of social inclusion.
- d. No application will be considered valid until all relevant documents and information have been furnished to the school.
- e. Under the Education Act 1998 the schools Enrolment/Admissions Policy is subject to any directions which may be issued from time to time by the Minister of Education and Skills.

Autism Spectrum Disorder (ASD) Class Enrolment Policy:

- a. All vacancies in the ASD Class will be filled as per the criteria outlined in the Admissions Policy and subject to all the conditions above being in place i.e. diagnostic criteria etc.
- b. Students who meet criteria for enrolment but are not offered a place for September will remain on that year's waiting list in the event that a mid-school year vacancy should arise.
- c. Where an application for a student to be enrolled specifically in the ASD Class is unsuccessful this student will not be accommodated in the mainstream intake as Coláiste Éinde would not have the capacity to meet their diagnosed needs. (see f below)
- d. The number of students enrolled in the ASD Class each year will depend on resources and the ability of the school to integrate the students into mainstream classes. The total capacity of the ASD Class is 6 students. This will not be exceeded. The number of students enrolled each year is determined in consultation with the National Council for Special Educational Needs (NCSE).

- e. Admission to the ASD class is based on the understanding that the intellectual ability of students enrolling in the special class is similar to the profile of the population of students attending the main stream section of the school and the student would have the ability to integrate into mainstream classes according to individual need.
- f. In certain circumstances and following assessment, Coláiste Éinde may be unable to meet the needs of an ASD student on the grounds that:
 - i. They are considered a risk to themselves or others.
 - ii. Admission of the student would make it impossible to deliver, or have a serious detrimental effect on, the provision of an educational service to the applicant and to other students.
- g. An Annual Review of the student's placement within the ASD Class will be held by the ASD Class team together with the SENO and any other significant professional/personnel involved in the students life to ensure that the ASD Class continues to be the most suitable placement option available to the student.
- h. All potential applicants may be visited by a member of the Admissions Committee to observe the student in their existing placement and to provide for feedback to the school.

Note. Students are given a conditional offer of a place in the ASD class subject to sanctioning by the SENO (Special Educational needs Organiser) for the school.

ASD Application Process:

- a. Applications should be made to the school on the standard application form.
- b. **Parent /Guardians are required to:**
 - 1. **Inform the school in writing that their son /daughter wishes to be considered for a place in the ASD class**
 - 2. **Provide all relevant documentation to the school within 5 school days after the closing date for receipt of applications for First Year.**
- c. Applications from a third party will not be considered.
- d. Applications should be made to the school on the standard application form.
- e. Applications for enrolment will be assessed, for eligibility, by the Principal & SEN Team.

- f. The completion of a written application form for placement of a student does not mean an automatic right to placement in the ASD Class.
- g. If parents/guardians have decided to avail of a place in another school rather than accept a place in the ASD Class within Coláiste Éinde they are required to inform the Principal, in writing, immediately. This will enable the school to offer the place to another student.

ASD Class Notification of Vacancies:

- a. The Principal will notify the Special Educational Needs Organiser (S.E.N.O.) of the number of vacancies in the existing class in the school for the following year.
- b. When the places for the following school year have been filled, the Principal will inform the S.E.N.O. of the number of children who still remain on the waiting list.

ASD Class Transition Programmes:

- a. The school will endeavour to make arrangements for staff to visit and observe new pupils in their existing placements, during the last school term to gain information about the students.
- b. Transitional Programmes will be arranged on an individual basis with successful applicants in consultation with parents, educational and multi-disciplinary personnel.